



STEP: Create High Level Project Schedule

Process:

The Transition Team will collaborate to create a high level schedule of the contract implementation. This schedule will include all activities, duration, dependencies, and resources required for the onboarding of the New Contractor as well as launch or transition of the contract to ensure that the all necessary actions have been completed by the project end date.

TimeLine:

Once the Solicitation (Statement of Work (SOW), Statement of Objectives (SOO), etc.) is issued, the schedule should be created. Ideally this should transpire, at least 60 days prior to the awarding of the contract.

Participants:

Architect Lead

Infrastructure Lead

Transition Lead

CMS COR

Project Manager

DSIF Onboarding Lead

Security Lead