Infrastructure Lead

The Infrastructure Lead is The Division of Service and Infrastructure Fulfillment (DSIF) staff member appointed by management to the transition team. This person is knowledgeable about infrastructure roles and responsibilities. He or she are the point person for anything related to infrastructure that is needed for the transition out and in of contractors.

Transition Team Member

Steps Involved In or Responsible For:

Create High-Level Project Schedule

Works With: Transition Team

Process: The Transition Team will develop a "high-level" ISG Transition Activities Project Schedule Template with SLAs.

Conduct Transition Team Overview

Works With: Transition Team and COR

Process: The Overview can begin after the Solicitation is issued. The Transition Lead will present topics to include:

- Review of the SOW and SOO including any transition-related deliverables.
- Review of the ISG Roles and Responsibilities Matrix
- Review of the "high level" ISG Transition Activities Project Schedule Template with SLAs (timeline should account for protest and potential delays resulting from protest)
- Review the ISG New Contractor On-boarding Checklist
- Review required documents and/or templates for obtaining user access to ISG systems (e.g., CMS system user request form, QNET Security Administrator Form, etc.)
- Review types of access needed for software and/or systems (e.g., SharePoint, QNET, ALM, etc.)

Create Contract Transition Plan

Works With: Transition Team and CMS COR

Process: The Transition Team will finalize and approve the timeline that will be used to determine the length of the transition period.

New Contract Kick-Off Meeting

Works With: Transition Team, HIDS, New Contractor and CMS COR

Process: The CMS COR and Transition Lead will conduct the Contract kick-off meeting with the Transition Team, New Contractor, and the HIDS Onboarding Lead.

Hold Contract Calls as Needed

Works With: Transition Team, New Contractor, HIDS and CMS COR

Process: The Transition Team, New Contractor, CMS COR and HIDs will schedule and conduct calls regarding the contract as needed. This includes any security or infrastructure meetings or calls that need to take place. This will ensure that the New Contractor has all necessary knowledge, templates, hardware, software and security related items.

Conduct Readiness Reviews

Works With: COR, Transition Team and New Contractor

Process: The CMS COR, Transition Team and the New Contractor will conduct a several Readiness Reviews prior to the end of the transition period or the Outgoing Contractor's contract end date. The results of the meeting are reported to the Transition Team.

Conduct Transition Lessons Learned

Works With: COR, Transition Team and New Contractor

Process: The Transition Lead will conduct lessons learned with the New Contractor, CMS COR, and Transition Team. The lessons learned should identity process improvements or suggestions regarding the ISG New Contractor Onboarding Checklist.