



## STEP: Perform Knowledge Sharing

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### Process:

The New Contractor and Outgoing Contractor should perform knowledge sharing sessions. The Transition Lead can assist in coordinating if needed. The knowledge transfer sessions should include the following:

- Knowledge documentation
- Line of Business (LOB) information including: overview of the LOB, POCs, etc.

### Timeline:

This sharing of knowledge should begin within 30 days of the Period of Performance beginning.

### Participants:

*New Contractor*

*Outgoing Contractor*

*Transition Lead*