



# Outgoing Contractor

*This individual is the incumbent contractor who is transitioning out and who will be replaced by the New Contractor.*

---

## Steps Involved In or Responsible For:

### ***Create and Approve Transition/Project Timeline***

**Works With:** *New Contractor*

**Process:** *The CMS COR, New Contractor, and Outgoing contractor will create a transition or new project implementation timeline plan.*

---

### ***Perform Knowledge Share***

**Works With:** *CMS COR*

**Process:** *The New Contractor and Outgoing Contractor should perform knowledge transfer sessions. The Transition Lead can assist in coordinating if needed. The knowledge transfer sessions should include knowledge documentation, information regarding the Line of Business (LOB) (overview of the LOB, POCs, etc.).*