



## STEP: Conduct Readiness Reviews

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### Process:

Readiness review meetings are conducted to determine if all the necessary steps have been followed during the implementation period for a smooth transition between the incoming contractor and the outgoing contractor. The results of the reviews are reported to the transition team. These meetings are held as needed. Best practices suggest that at least the two following meetings be conducted:

- ***Preliminary Readiness Review***
- ***Final Readiness Review***

### Timeline:

The Readiness Reviews ideally should be held within 60 days of the period of performance beginning. Dependent upon the progress of the transition, the ***Preliminary Readiness Review*** should be held no later than ***2-3 weeks prior to the end of the transition period*** or the Outgoing Contractor's contract end date. The ***Final Readiness Review*** should be held no later than ***1 week prior to the end of the transition period*** or the Outgoing Contractor's contract end date.

### Participants:

*Architect Lead*

*Infrastructure Lead*

*Security Lead*

*CMS COR*

*Project Manager*

*Transition Lead*

*DSIF Onboarding Lead*

*New Contractor*