STEP: Conduct Transition Lessons Learned

Process:

During the contract implementation journey, there may be positive experiences as well as pain points. The Transition Lead will conduct a lessons learned retrospective with the New Contractor, CMS COR, and Transition Team to discuss these experiences. Using this information, the team can identify areas for improvement to the implementation process as well as the Onboarding Checklist.

Timeline:

This retrospective should be conducted after the Readiness Reviews but still within 60 days of the period of performance beginning.

Participants:

Architect Lead	*Infrastructure Lead*	*Security Lead*
CMS COR	*Project Manager*	*Transition Lead*
DSIF Onboarding Lead	*New Contractor*	