

[PROJECT NAME] Transition Plan

Prepared by: [Project Manager]

Approvers

Project Role	Name	Title/Role	Email	Approval	Approved Date	Comments

Outstanding Items

The following are outstanding items that the project will transition to the Service Group, instead of completing:

Transition Item	Details	Who To Complete?	Date To Complete	Comments/Status

Service Application Information

Information for the Service Group about the servers and applications that have been installed/deployed/updated. This could include server names, application names, server types, server locations, application file locations, and etc.

Transition Item	Detail Information	Group To Receive Information	Comments/Status