**Project Title:**

**Project title here**

**Project Lead:**

**Name goes here**

**Date:**

**Jan 1, 2030**

**PROJECT TRANSITION PLAN**

**ELLIOTT & MATER CONSULTING**

|  |  |  |
| --- | --- | --- |
| **Project Title** | **Project Lead** | **Date** |
| Project title here | Name goes here | Jan 1, 2030 |

**Overview**

1. Project Overview
2. Project Transition Team
3. Tasks and Assignments
4. Transition Timeline
5. Budget and Resources

**Project Overview**

This section should briefly describe the project covered by this transition plan. Keep it clear and concise, and indicate key details like the project title, goals and objectives, and important stakeholders.

# Project title here

Briefly discuss why the project was started. Using simple and concise language, bring up important project details like its scope, key stakeholders, and important timelines or milestone.

# Goals and Objectives

Using the table provided below, outline the project’s key objectives, key performance indicators, and metrics for success. You may use the ‘notes’ column to mention other pertinent details.

|  |  |  |
| --- | --- | --- |
| **Objective**  | **Key Performance Indicator (KPI)**  | **Notes**  |
| Objective goes here  | KPI goes here  |  |
| Objective goes here | KPI goes here |  |
| Objective goes here  | KPI goes here  |  |
| Objective goes here | KPI goes here |  |
| Objective goes here | KPI goes here |  |
| Objective goes here | KPI goes here |  |
| Objective goes here | KPI goes here |  |
| Objective goes here | KPI goes here |  |
| Objective goes here | KPI goes here |  |
| Objective goes here | KPI goes here |  |

**Project Transition Team**

Highlight the members of your project transition team. Indicate each team member’s respective role in the transition process, if any.

|  |  |  |
| --- | --- | --- |
| **Name goes here** **Role or designation here** Use this section to give a brief description of the team member’s role or responsibilities in the transition process.  | **Name goes here** **Role or designation here** Use this section to give a brief description of the team member’s role or responsibilities in the transition process. | **Name goes here** **Role or designation here** Use this section to give a brief description of the team member’s role or responsibilities in the transition process. |

**Tasks and Assignments**

Use this section to assign tasks and responsibilities to the members of your project transition team. Using the table provided below, ensure each team member’s assignment is outlined clearly. Update each assignment’s status using the dropdown included in the ‘Status’ column.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task**  | **Description**  | **Assigned to**  | **Due date**  | **Status**  |
| Task goes here  | Describe the assigned task here  | Name goes here  | Jan 31, 2030  | ❌ Not started  |
| Task goes here | Describe the assigned task here | Name goes here | Jan 31, 2030  | ✅️ Done |
| Task goes here | Describe the assigned task here | Name goes here | Jan 31, 2030 | ✏️ In progress |

**Transition Timeline**

Use this section to track the progress of your project transition. Highlight key dates, deadlines, and milestones. The table provided below allows you to break your project transition timeline down into stages.

|  |  |  |  |
| --- | --- | --- | --- |
| **Transition Phase**  | **Start Date**  | **End Date**  | **Notes**  |
| Phase goes here  | Jan 1, 2030  | Jan 31, 2030  |  |
| Phase goes here | Jan 1, 2030 | Jan 31, 2030 |  |
| Phase goes here | Jan 1, 2030 | Jan 31, 2030 |  |
| Phase goes here | Jan 1, 2030 | Jan 31, 2030 |  |
| Phase goes here | Jan 1, 2030 | Jan 31, 2030 |  |
| Phase goes here | Jan 1, 2030 | Jan 31, 2030 |  |
| Phase goes here | Jan 1, 2030 | Jan 31, 2030 |  |
| Phase goes here | Jan 1, 2030 | Jan 31, 2030 |  |
| Phase goes here | Jan 1, 2030 | Jan 31, 2030 |  |
| Phase goes here | Jan 1, 2030 | Jan 31, 2030 |  |

**Budget and Resources**

This section allows you to outline the project transition’s total budget and resource allocation. Below is a customizable pie chart to keep things simple and serve as a visual aid.

Amount goes here 20

Amount goes here 20

Amount goes here 20

Amount goes here 20

Amount goes here 20

**Add a chart title or description here**

**Did you know?**

You can make this graph your own! Double-tap on the sample to change the data, chart type, and format so your numbers tell a story.

**Credits**

This template is free for everyone to use, thanks to the following:

for the template

**Pexels, Pixabay**

for the photos