60 Day Transition Plan

# Administration

***Functional Area/Task Transition Day***

Day 1-5 Day 6-14 Day 15-21 Day 22-28 Day 29-35 Day 36-40 Day 41-47 Day 48-54 Day 55-60

Finalize transition schedule

Finalize Transition Management Team Receive contract deliverables summary

Review contractual deliverables with transition team Collaborate and refine performance measurements & reporting **Legal**

Certificate of Insurance forwarded **Invoicing Process/Cost Management** Reporting needs determined

Payroll and billing software set-up

# Recruiting

Job descriptions, selection criteria approved Current employees identified for promotion/transfer New candidates identified

Interview process and pre-screen (as applicable)

Selection of final candidates/due diligence screening/assignment

# Human Resources

Communication plan and officer packets developed Incumbent staff eligibility determined

Incumbent offer letters generated New employee processing **Operations**

In-depth site familiarization Review of existing plan/program Site security/safety survey

Post orders developed and implemented

Facility tests and OJT checklist developed and implemented Staffing plan presented

# Training

Review/coordination of training requirements Basic training conducted

On-the-job training conducted Annual Training Plan developed **Procurement**

Vehicles Equipment Uniforms