NEW YORK STATE DEPARTMENT OF HEALTH
PROJECT MANAGEMENT OFFICE

PROJECT IMPLEMENTATION AND TRANSITION

Purpose:	*Documents the plan for implementation of the project deliverable and transition to their effective use. This document should be updated iteratively as the project progresses through the phases. Changes to the project's products that were not previously identified may have an impact on the Implementation and Transition Plan, in areas such as: Space, furniture and equipment needs; Customer testing and acceptance; Customer training and orientation; Rollout strategy (e.g., by location, function, or all-at-once); and, Transition to on-going support.*
Target Audience:	*Project Sponsor, Project Manager, Project Team*

PROJECT IDENTIFICATION

Project Name:	
Project Sponsor:	
Project Director:	
Project Manager:	
Date:	

DOCUMENT HISTORY

Revision *(Briefly describe the revision.)*	**Author**	**Revision Date**

PROJECT IMPLEMENTATION PLAN

Implementation Activity *(step/ event that will take place to move the product from Project Team to the Organization)*	Person(s) Responsible *(individual responsible for executing/verifying that implementation activity takes place)*	Who is Affected? *(individuals/groups that are affected by implementation activity)*	Who is Involved? *(individuals/groups that need to be involved as part of executing implementation activity)*	Timing/Dependency *(when the activity must be done and any other activities that are dependent upon it)*

PROJECT TRANSITION PLAN				
Transition Activity *(step/event that will take place to transition ongoing support of product from Project Team to the Organization)*	Person(s) Responsible *(individual responsible for executing/verifying that transition activity takes place)*	Who is Affected? *(individuals/groups that are affected by transition activity)*	Who is Involved? *(individuals/groups that need to be involved as part of executing transition activity)*	Timing/Dependency *(when the activity must be done and any other activities that are dependent upon it)*