

**GOVERNMENT TELECOMMUNICATIONS
AGREEMENT**

PART E

E2: TRANSITION FRAMEWORK

TABLE OF CONTENTS

1	Purpose	3
2	Intended Audience.....	3
3	Transition Planning Matrix	4

Tables

Table 1	Document Audience and Generic Tasks.....	3
Table 2	Project Planning Deliverables Matrix.....	4

1 Purpose

The purpose of this document is to specify the requirements for a Contractor to produce a Generic Transition Plan (GTP) to be applied to transition of Deliverables under the Government Telecommunications Agreement (GTA), including transition-in and transition-out. The GTP will be approved by the Contract Authority.

Customers may request, at their sole discretion, the Contractor to develop a Transition Plan, using the GTP as a template, when a substantial volume of services is to be installed or altered (Service Request), or transferred from one supplier or Contractor to another Contractor.

Varying levels of detail will be required for small, medium and large projects. For example, a “small” project, all the issues of the Transition Plan may be addressed in a few pages.

2 Intended Audience

This document targets the audiences as listed in the table below:

Audience	Generic Tasks
Project Manager (Customer)	To provide a set of criteria and information to assist with the development, approval and execution of a Project Plan.
Contractor(s)	Development delivery of a Generic Transition Plan (GTP) to be used for the development of transition plans for relevant services for each Transition (Transition-in).
Contract Authority	To communicate the approach to be adopted for the implementation of GTA services. To establish a set of acceptance criteria for approval of a GTP prior to the beginning of any Transition. To establish a set of commercial responsibilities for Transition and monitoring performance of Contractors under the GTA contracts.
Incumbent Contractor or supplier	To define its specific activities and meet its obligations during the Transition (Transition-out).

Table 1 Document Audience and Generic Tasks

3 Transition Planning Matrix

The GTP may include the following:

Stage	Phase	Deliverable
Project Startup	Needs Analysis	Requirements List
	Proposed Solution	Design proposal defining and pricing any work not included in standard GTA Deliverables. Specification for any Customer make-ready works. Functional Specification.
	Organisational Structure	Teams and Responsibilities Document
	Communication Plan	Communication Plan
Project Initiation	Project Planning	Project Plan Project Schedule
	Costing	Project Budget
	Project Quality	Project Quality Plan Configuration Management Plan
Project Controls	Financial Reporting	Budget vs. Actual Financial Report
	Status Reporting	Checklist Report
	Risk Management	Risk Plan Risk Register Risk Notification Form
	Issue Management	Issue Management Plan Issue Register Issue Notification Form
Project Implementation	Testing	Validation Plan Acceptance Test Plan per Test Phase Test Cases Test Scripts
	Deployment	Implementation Plan Updated Project Plan/ Schedule Certificate of Acceptance
	Training	Training Plan Training Materials
Project Closure	Post Implementation Review	Post Implementation Review Report
	Handover	Handover Report
	Change Management	Change Management Plan Change Control Notification Form Change Control Register

Table 2 Project Planning Deliverables Matrix