ID	Task Name	% Complete	Duration	Start	Finish	Predecessors	Resource Names	Gantt
1	**Contract Negotiation Phase**	0%	7.5 days	**Wed 17/02/10**	**Fri 26/02/10**			Contract Manager,Commercial Team
2	Conduct Contract Steering Forum	0%	1 day	Wed 17/02/10	Wed 17/02/10		Contract Manager,Com	Contract Manager,Commercial Team
3	Contract Briefing	0%	0.5 days	Thu 18/02/10	Thu 18/02/10	2	Commercial Manager,T	Commercial Manager,Transition Team
4	Define and document Service level agreements for all services	0%	5 days	Thu 18/02/10	Thu 25/02/10	3	Transition Team	Transition Team
5	Obtain agreement of detailed plan and schedules with Customer	0%	2 days	Thu 18/02/10	Mon 22/02/10	3	Transition Manager	Transition Manager
6	Finalize Contract Schedules	0%	2 days	Mon 22/02/10	Wed 24/02/10	5	Contract Manager,Com	Contract Manager,Commercial Team
7	Finalize Contract	0%	2 days	Wed 24/02/10	Fri 26/02/10	6	Commercial Team	Commercial Team
8	Review Communications and Governance Plan	0%	2 days	Thu 18/02/10	Mon 22/02/10	3	Transition Team	Transition Team
9	**Due Diligence Phase**	0%	10 days	**Wed 17/02/10**	**Tue 2/03/10**			
10	Site Review	0%	0.5 days	Wed 17/02/10	Wed 17/02/10		Transition Team,Due D	Transition Team,Due Diligence Manager
11	Review technical documentation	0%	2 days	Wed 17/02/10	Thu 18/02/10		Transition Team	Transition Team
12	Review operational documentation	0%	2 days	Thu 18/02/10	Fri 19/02/10	11SS+1 day	Transition Team	Transition Team
13	Review technical system	0%	2 days	Fri 19/02/10	Mon 22/02/10	12SS+1 day	Transition Team	Transition Team
14	Analyze data	0%	2 days	Tue 23/02/10	Wed 24/02/10	10,11,13,12	Transition Team	Transition Team
15	Prepare due diligence report	0%	4 days	Thu 25/02/10	Tue 2/03/10	14	Due Diligence Manage	Due Diligence Manager
16	**Preparation and Planning Phase**	0%	3.5 days	**Tue 2/03/10**	**Fri 5/03/10**	**1FS+2 days**		
17	Conduct transition management workshop	0%	0.5 days	Tue 2/03/10	Tue 2/03/10		Transition Team,Contr	Transition Team,Contract Manager
18	Review outcomes	0%	1 day	Wed 3/03/10	Wed 3/03/10	17	Contract Manager,Tran	Contract Manager,Transition Team
19	Revise Transition Plan	0%	1 day	Thu 4/03/10	Thu 4/03/10	18	Transition Manager	Transition Manager
20	Deliver Transition Plan	0%	0 days	Fri 5/03/10	Fri 5/03/10	19FS+1 day	Transition Manager	5/03
21	Document a handover checklist for each service	0%	2 days	Thu 4/03/10	Fri 5/03/10	18	Transition Team	Transition Team
22	Obtain formal "in" briefing from Customer	0%	0 days	Fri 5/03/10	Fri 5/03/10	21	Transition Team	5/03
23	**Transition Management & Control Phase**	0%	0.5 days	**Mon 8/03/10**	**Mon 8/03/10**	**16**		
24	Conduct Weekly Transition Reviews	0%	0.5 days	Mon 8/03/10	Mon 8/03/10		Contract Manager,Tran	Contract Manager,Transition Manager
25	Conduct other reviews as necessary	0%	0.5 days	Mon 8/03/10	Mon 8/03/10		Transition Manager,Cc	Transition Manager,Contract Manager
26	**Management & Administration Phase**	0%	4 days	**Mon 8/03/10**	**Thu 11/03/10**	**16**		
27	Develop billing and payment procedures	0%	2 days	Mon 8/03/10	Tue 9/03/10		Commercial Manager	Commercial Manager
28	Develop contract amendment procedures	0%	1 day	Mon 8/03/10	Mon 8/03/10		Transition Manager	Transition Manager
29	Develop work order procedures	0%	1 day	Mon 8/03/10	Mon 8/03/10		Transition Manager	Transition Manager
30	Develop change control procedures	0%	2 days	Mon 8/03/10	Tue 9/03/10		Contract Manager,Tran	Contract Manager,Transition Manager
31	Develop standard templates and reporting schedule	0%	4 days	Mon 8/03/10	Thu 11/03/10		Transition Team	Transition Team
32	**Implementation Phase**	0%	17 days	**Mon 8/03/10**	**Tue 30/03/10**	**16**		
33	**Introduction to Site**	0%	1 day	**Mon 8/03/10**	**Mon 8/03/10**	**16**		
34	Initial management team and Transition team	0%	1 day	Mon 8/03/10	Mon 8/03/10		Transition Manager	Transition Manager
35	Remainder of Core team	0%	1 day	Mon 8/03/10	Mon 8/03/10		Transition Manager	Transition Manager
36	**Maintain Designated Systems**	0%	17 days	**Mon 8/03/10**	**Tue 30/03/10**	**16**		
37	Obtain and Review current documentation for LAN, Infrastructure, Hardware	0%	2 days	Mon 8/03/10	Tue 9/03/10		Transition Team	Transition Team
38	Obtain and Review current documentation for software and data	0%	2 days	Wed 10/03/10	Thu 11/03/10	37	Transition Team	Transition Team
39	Obtain and Review documentation for SLAs and procedures used	0%	1 day	Mon 8/03/10	Mon 8/03/10		Transition Team	Transition Team
40	Obtain and Review documentation for current support procedures and reporting requirements	0%	2.5 days	Mon 8/03/10	Wed 10/03/10		Transition Team	Transition Team
41	Obtain documentation on backups and recovery	0%	1 day	Mon 8/03/10	Mon 8/03/10		Transition Team	Transition Team
42	Check backups, restore and recovery procedures are in place	0%	2 days	Mon 8/03/10	Tue 9/03/10		Transition Team	Transition Team
43	Obtain the maintenance and support requirements and procedures	0%	4 days	Mon 8/03/10	Thu 11/03/10		Transition Team	Transition Team
44	Audit and report status	0%	1 day	Fri 12/03/10	Fri 12/03/10	37,38,39,40,41,42,	Transition Team	Transition Team
45	Update documentation for any critical shortcomings	0%	2 days	Mon 15/03/10	Tue 16/03/10	44	Transition Team	Transition Team
46	Obtain and Review current problem and performance logs	0%	2 days	Wed 10/03/10	Thu 11/03/10	37	Transition Team	Transition Team
47	Obtain and Review current development in progress and requests	0%	2 days	Wed 10/03/10	Thu 11/03/10	37	Transition Manager	Transition Manager
48	Audit and report status	0%	2 days	Wed 17/03/10	Thu 18/03/10	45,46,47	Transition Manager	Transition Manager
49	Agree baseline with Client	0%	2 days	Fri 19/03/10	Mon 22/03/10	48	Transition Manager	Transition Manager
50	Handover from Outgoing Outsourcing Vendor	0%	8 days	Fri 19/03/10	Tue 30/03/10	48	Transition Team,Outgo	Transition Team,Outgoing Ven
51	**Desktop Device Connectivity to the Local Area Network**	0%	17 days	**Mon 8/03/10**	**Tue 30/03/10**	**16**		
52	Obtain network diagrams, communication protocol and mediums used across the environment	0%	2 days	Mon 8/03/10	Tue 9/03/10		Transition Team	Transition Team