

Sample 60 Day Transition Plan

Functional Area/Task	Transition Day									
	Day 1-5	Day 6-14	Day 15-21	Day 22-28	Day 29-35	Day 36-42	Day 43-47	Day 48-54	Day 55-60	
Administration										
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 (if 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										
Pool 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										

Employee Transition Plans Template In Excel

Daryl Fischer,, Laura B. Roberts



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