



# Transitioning Agency Checklist

## Transition Overview

#	TASK	✓
1	Consider appointing a team with representatives from key functional areas to focus on transition activities and issues as they arise throughout the transition process. Convene regularly to prepare for agency-VITA Transition Sign-off meeting.	
2	Review the Transition Overview template and distribute to other agency stakeholders. The majority of the text in the document consists of standardized verbiage that outlines the basic roles and responsibilities for the Integration process. The 'Special Notations' section is provided for each transitioning agency to record issues that are specific to the agency.	
3	Solicit agency input for inclusion in the Special Notations section. Identify situations and circumstances unique to your agency that you feel should remain in effect after the transition date. Consider surveying transitioning personnel to determine specific concerns. For example: <ul style="list-style-type: none"> <li>• Incentive programs unique to the agency</li> <li>• IT hardware identified as out-of-scope because is solely dedicated to agency-specific applications.</li> </ul>	
4	Consolidate and document Special Notations for discussion in agency team meetings. Prepare for presentation at agency-VITA Transition Sign-off meeting.	
5	Develop tracking procedures for collecting action items, issues and resolutions pertaining to the agency's Transition Overview.	
6	Schedule and conduct the agency-VITA Transition Sign-off meeting. Document discussions and agency-specific requirements for inclusion in the Special Notations.	
7	Prepare the Transition Overview including all conditions agreed upon in the meeting. Distribute to agency stakeholders for review and approval.	
8	Present the agency Transition Overview to VITA for review and signature.	
9	After the Transition Overview has been signed by the Agency Head, the document is to be returned to VITA for submission to the General Assembly.	
10	In addition to the Transition Overview sign-off, complete the following transition requirements: <ul style="list-style-type: none"> <li>• Ensure that approved agency ITSP is on file at VITA</li> <li>• Complete VCCC spreadsheet identifying personnel fulfilling key contact roles</li> <li>• Complete IT Contracts spreadsheet listing all IT contracts and POs that will transfer to VITA</li> <li>• Submit copies of IT contracts and POs as requested by VITA SCM</li> <li>• Submit to VITA HR updated agency organizational charts, if changed since Due Diligence</li> <li>• Complete HR spreadsheets mapping 'unassigned' transitioning personnel to a VITA Service Family</li> <li>• Upload IT hardware and software assets into online Asset Inventory tool</li> <li>• Bring agency's technical environment into compliance with Technical Compliance Requirements</li> <li>• Transition agency web site and e-mail domains to Virginia.gov</li> <li>• Complete transfer of agency assets to VITA in FAACS</li> <li>• Complete transfer of agency personnel in FATS</li> </ul>	