Gateway Process: 5) Transition, Early Life Support and Closure stages V0D05

**Transition Stage**

- Trigger: Authority to proceed
  - Set up new governance and processes
  - Produce Training plans and documentation in conjunction with Users
  - Produce Early Life Support Model
- The User releases package deployment
- Early Life Support
- Assess Early Life Support exit criteria
  - (Y) Go Live
- (N) Assess Early Life Support exit criteria
- Handover to Operational Running

**Early Life Support Stage**

- (Y) Assess Early Life Support exit criteria
- (N) Revisit to proceed

**Closure Stage**

- (Y) Assess Early Life Support exit criteria
- (N) Revisit to proceed

- Produce project closure documentation
  - Service Desk scripts
  - Work Process Flows
  - Project Closure Report
  - Lessons learned Report
  - Updated Benefits Review Plan

- Update PMO Controls
  - Handover to Operational Running
  - Update PMO Controls
  - Handover to Operational Running
  - Hand over benefits realisation tracker

**Roles and Responsibilities**

- ITLT
- ITSB
- Project Manager
- Project Board
- Project Executive
- PMO
- Business Analyst
- Business Owner
- Infrastructure
- Applications
- Staff and Student Services
- Research IT

**Criteria**

- Early Life Support Model exit criteria met?