**Contract Transition Form – Low Risk**

*[Goods and Services procurement templates - Contract transition form - Low risk]*

The purpose of this transition plan is to outline the tasks that need to take place to ensure the efficient and smooth commencement and/or cessation of the contract/s and/or contractor/s *[edit as required]* as outlined below.

|  |  |
| --- | --- |
| State Agency |  |
| Contract Manager |  |

**Transition In** *[Delete this section if not required]*

|  |  |
| --- | --- |
| Contract Number |  |
| Contract Title |  |
| Contract Commencement Date |  |
| Incoming Contractor |  |
| Tasks | Start Date | Finish Date | To be actioned by |
| 1. *eg Co-ordinate initial contract management meeting*
 |  |  |  |
| 1. *eg Co-ordinate site induction*
 |  |  |  |
| 1. *eg Facilitate handover of site keys*
 |  |  |  |
|  |  |  |  |
| **Comments:** |

**Transition Out** *[Delete this section if not required]*

|  |  |
| --- | --- |
| Contract Number |  |
| Contract Title |  |
| Contract Commencement Date |  |
| Incoming Contractor |  |
| Tasks | Start Date | Finish Date | To be actioned by |
| 1. *eg Co-ordinate final contract management meeting*
 |  |  |  |
| 1. *eg Facilitate the audit and return of site keys*
 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Comments:** |

|  |  |
| --- | --- |
| Prepared by: |  |
| Date: |  |