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Project Phase Exit Plan Template
Rev. 2.2, November, 2011

Sample - for Evaluation Only

PROJECT PHASE EXIT PLAN

Project Name:	
Prepared by:	

1. Phase Exit Information

Instructions:

1. List Project Phase in the header of each section of the document.
2. For each phase list exit criteria, i.e. those deliverables that must be accepted and those tasks that must be completed before the project team can move to the next project phase.
3. Put an X in the "Complete" column as work is done to track completion of Phase Exit Criteria.

Sample information is included in the form below; modify as appropriate for your project.

A. Initiation Phase	
Complete [x]	Phase Exit Criteria
	1. Project Charter is approved. Document includes the following addenda: <ol style="list-style-type: none">a. Preliminary risk assessmentb. High level WBS Preliminary Cost Estimate Worksheetc. Business Requirements documentd. Project Selection Criteria document
	2. Project Manager is assigned
	3. [Optional] Project Management Plan (e.g. change control plan, schedule, resource plan and budget) for Analysis Phase only is approved
	4. Concept Commit Phase Gate Review is passed

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B. Analysis Phase	
Complete [x]	Phase Exit Criteria
	<ol style="list-style-type: none"> 1. Project Plan is approved. Planning documents include: <ol style="list-style-type: none"> a. Change Control Plan (including Change Request form) b. Work Breakdown Structure (WBS) and Scope Statement c. Requirements Management Plan d. Quality Plan e. Communication Plan f. Procurement Plan (if procurement is part of the project) g. Resource Plans (e.g. Staffing Plan, Responsibility Assignment Matrix) h. Project Schedule (including project milestones) i. Project Budget j. Risk Management Plan k. Project Phase Exit Plan 2. Requirements Document(s) are completed <ol style="list-style-type: none"> a. Requirements are Verified and Validated b. Project Requirements Document is approved
	<ol style="list-style-type: none"> 3. Risk Plans are approved and funded <ol style="list-style-type: none"> a. Risk Register with full risk assessment b. Proactive Risk Management Plans are approved and budget allocated c. Contingency Fund is established
	<ol style="list-style-type: none"> 4. Project Baselines have been approved
	<ol style="list-style-type: none"> 5. Stakeholders have committed to abide by the rules of the Change Control Plan
	<ol style="list-style-type: none"> 6. Business Commit Phase Gate Review passed

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Project Phase Exit Plan <Project Name>

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C. Design Phase	
Complete [x]	Phase Exit Criteria
	1. Specifications Document(s) are complete <ol style="list-style-type: none">Architecture is approvedDesign and specification documents for all deliverables are approved
	2. Configuration Management is in place
	3. Transition Plan is approved
	4. Organizational Adoption Plan is approved (only if the project will introduce change into the workplace)
	5. Design Commit Phase Gate Review passed

D. Construction	
Complete [x]	Phase Exit Criteria
	1. All deliverables are built and released for final testing with no known stop-ship defects
	2. Documentation has been released for review
	3. Training materials have been released for review
	4. Test plan is approved
	5. Stakeholder Acceptance Plan is approved
	6. Transition Checklist is complete
	7. Deployment Phase Gate Review passed

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Project Phase Exit Plan <Project Name>

E. Test & Deployment	
Complete [x]	Phase Exit Criteria
	1. Deliverables testing is complete with no unacceptable defects
	2. Documentation is complete and approved
	3. Training is complete - Stakeholders are ready, willing and able to use project deliverables
	4. Product / Stakeholder support team(s) are in place and ready to take on the work
	5. Deliverables rollout is complete
	6. Acceptance Document is signed - Customer accepts the work of the project

F. Project Close	
Complete [x]	Phase Exit Criteria
	1. Lessons Learned sessions are complete and results recorded
	2. Project contracts are closed
	3. Support team has assumed control of remaining issues
	4. Project records are properly archived
	5. Project Close Report is accepted and project has been declared complete
	6. Project Budget is closed

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Project Phase Exit Plan <Project Name>

2. Project Phase Exit Plan / Signatures

Project Name:

Project Manager:

I have reviewed the information contained in this Project Phase Exit Plan and agree:

Name	Role	Signature	Date (MM/DD/YYYY)
	Project Sponsor		
	Project Manager		

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Phase Exit Plan document.

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