**UniQuE**

Staff Transfer Preparation Plan

(Engagement Name and Id)

(Client)

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Changes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Review And Approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Role | Name | Date | Signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Distribution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Name | Number | Media | Action |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Storage**

|  |  |  |
| --- | --- | --- |
| Location | Access | Administrator |
|  |  |  |
|  |  |  |

Company Confidential - Copyright © 2017 Capgemini - All rights reserved

Template Version Number: Group Reference v1.0**Table Of Contents**

[1. Staff Transfer Plan Overview 5](#_Toc483994384)

[1.1. Document Scope And Objectives 5](#_Toc483994385)

[1.2. Document Control 5](#_Toc483994386)

[2. Staff Transfer Overview 6](#_Toc483994387)

[2.1. Description 6](#_Toc483994388)

[2.2. Objectives 6](#_Toc483994389)

[2.3. Scope 6](#_Toc483994390)

[2.4. Critical Success Factors 6](#_Toc483994391)

[2.5. Contractual Deliverables 6](#_Toc483994392)

[2.6. Contractual Milestones 6](#_Toc483994393)

[2.7. Contractual Obligations 6](#_Toc483994394)

[2.8. Assumptions And Constraints 6](#_Toc483994395)

[2.9. Dependencies 6](#_Toc483994396)

[3. Staff Transfer Approach 7](#_Toc483994397)

[3.1. Standard Processes Used 7](#_Toc483994398)

[3.2. Tailoring Of Standard Processes 7](#_Toc483994399)

[3.3. Process Description 7](#_Toc483994400)

[3.3.1. Phases 7](#_Toc483994401)

[3.3.2. Deliverables 7](#_Toc483994402)

[3.3.3. Legal Handling 7](#_Toc483994403)

[3.3.4. Securing With Unions 7](#_Toc483994404)

[3.3.5. Administrative Handling 7](#_Toc483994405)

[3.3.6. Practical Facilities 7](#_Toc483994406)

[3.3.7. Availability Of Key (HR) People 7](#_Toc483994407)

[3.3.8. Preparations Of Content 7](#_Toc483994408)

[4. Governance 8](#_Toc483994409)

[4.1. Scope And Objectives 8](#_Toc483994410)

[4.2. Organization 8](#_Toc483994411)

[4.3. Capgemini Steering Board 8](#_Toc483994412)

[4.4. Intergroup Relationships And Commitments 8](#_Toc483994413)

[4.5. Roles and Responsibilities 8](#_Toc483994414)

[4.6. Start-Up Review 8](#_Toc483994415)

[4.7. Monitoring And Reporting 8](#_Toc483994416)

[4.8. Meetings 8](#_Toc483994417)

[4.9. Decision Analysis And Resolution 8](#_Toc483994418)

[4.10. Management Of Actions 8](#_Toc483994419)

[5. Planning And Financial Management 9](#_Toc483994420)

[5.1. Scope And Objectives 9](#_Toc483994421)

[5.2. Plan 9](#_Toc483994422)

[5.3. Budget 9](#_Toc483994423)

[5.4. Actuals/Forecast 9](#_Toc483994424)

[5.5. Estimates Review And Refinement 9](#_Toc483994425)

[5.6. Monitoring And Reporting 9](#_Toc483994426)

[6. Communication Management 10](#_Toc483994427)

[6.1. Scope And Objectives 10](#_Toc483994428)

[6.2. Communication Strategy And Goals 10](#_Toc483994429)

[6.3. Communication Plan 10](#_Toc483994430)

[6.4. Capgemini Progress Meetings 10](#_Toc483994431)

[6.5. Client Progress Meetings 10](#_Toc483994432)

[7. APPENDICES 11](#_Toc483994433)

# Staff Transfer Plan Overview

## Document Scope And Objectives

## Document Control

# Staff Transfer Overview

## Description

## Objectives

## Scope

## Critical Success Factors

## Contractual Deliverables

## Contractual Milestones

## Contractual Obligations

## Assumptions And Constraints

## Dependencies

# Staff Transfer Approach

## Standard Processes Used

## Tailoring Of Standard Processes

## Process Description

### Phases

### Deliverables

### Legal Handling

### Securing With Unions

### Administrative Handling

### Practical Facilities

### Availability Of Key (HR) People

### Preparations Of Content

# Governance

## Scope And Objectives

## Organization

## Capgemini Steering Board

## Intergroup Relationships And Commitments

## Roles and Responsibilities

## Start-Up Review

## Monitoring And Reporting

## Meetings

## Decision Analysis And Resolution

## Management Of Actions

# Planning And Financial Management

## Scope And Objectives

## Plan

## Budget

## Actuals/Forecast

## Estimates Review And Refinement

## Monitoring And Reporting

# Communication Management

## Scope And Objectives

## Communication Strategy And Goals

## Communication Plan

## Capgemini Progress Meetings

## Client Progress Meetings

# APPENDICES