

Transition-Out Plan

Retrieval-Augmented Generation (RAG) Application

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Date

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Executive Summary

The purpose of this transition-out plan is to outline the structured process for transitioning the Retrieval-Augmented Generation (RAG) Application project to a new team or vendor. The RAG system has been successfully implemented, and this plan ensures a seamless transition of responsibilities, tools, and knowledge to the incoming team while maintaining system integrity and continuity. The transition is expected to take 60 days, ensuring that all relevant documentation, user accounts, and intellectual property are transferred in accordance with contractual agreements.

Transition Approach

The transition-out approach will involve phased knowledge transfer, system documentation handover, and access revocation for outgoing personnel. The incumbent team will work alongside the incoming team for a smooth transition. The existing project team will remain operational for the duration of the transition, after which final validation will be performed to ensure a complete handover of the system.

Transition Team Organization

Organization	Title	Roles/Responsibilities
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AI Solutions Inc.	Transition Project Manager	Oversees all transition activities and reporting.
AI Solutions Inc.	Lead AI Engineer	Ensures knowledge transfer related to AI model architecture.
AI Solutions Inc.	IT Security Lead	Handles account transitions and cybersecurity compliance.
Incoming Team	Transition Project Manager	Receives transition handover and identifies gaps.
Incoming Team	AI Specialist	Ensures model training data and APIs are properly transferred.
Incoming Team	Infrastructure Engineer	Validates system configurations and deployment environments.

Workforce Transition

All outgoing project team members will remain in place until the transition is formally completed. The incoming team will work alongside them to ensure proper knowledge transfer. No workforce reductions are planned during this period.

Work Execution During Transition

During the transition period, all system maintenance, AI model updates, and support tasks will continue without interruption. The outgoing team will remain responsible for critical system support while the incoming team familiarizes itself with the RAG system. Final system validation will be conducted before handover completion.

Subcontracts

Subcontract #	Awarded to	Tasks
SUB-001	CloudService Ltd.	Maintains cloud infrastructure for RAG system.
SUB-002	APIProvider Inc.	Supplies external knowledge base integrations.

SUB-003

SecurityFirm LLC

Conducts regular security audits and compliance checks.

Property Transition

All equipment, intellectual property, user accounts, and security credentials associated with the RAG project will be transferred in accordance with contract terms.

Knowledge Transfer

Knowledge transfer sessions will include formal documentation handovers, live demonstrations, and technical training. Key artifacts include:

- AI model training and evaluation logs
- System architecture diagrams
- API documentation
- Security compliance records

Schedule

The transition will follow a structured timeline over 60 days, with key milestones including:

- Week 1-2: Introduction and transition planning
- Week 3-4: Knowledge transfer sessions
- Week 5-6: System validation and testing
- Week 7-8: Final handover and sign-off

Handover and Acceptance

The transition will be considered complete once the incoming team has validated system performance, documentation has been formally reviewed, and all access controls have been successfully transferred. Final acceptance will require sign-off from the project sponsor and the transition project managers of both teams.