



STANDARD TRANSITION PLAN SCHEDULE

Transition Plan Schedule

Task	4 Weeks	3 Weeks	2 Weeks	1 Week
Contract Award				
Review Client Procedure				
Transition Team Assigned				
On-site Review				
Meet with Representatives				
Establish Lines of Communication				
Final Selection of Supervisors				
Recruit 125% of Staff				
Pre- Employment Screening				
Background Investigation				
Drug Testing				
Evaluate Incumbent Security				
Final Selection of Security Officer				
Finalize Manual & Procedures				
Finalize Training & QA program				
Receive and Revise Post Orders				
Assign Uniform & Equipment				
Classroom Training				
Work Schedule Developed				
Issues / Refits Uniforms				
On-Site Training				
Final Transition Plan				
Start of Service				

Security Post Start Up

Task	4 Weeks	3 Weeks	2 Weeks	1 Week
On-site Evaluation by Management				
Meeting to Critique Service				
Post-Orders / Security Manual Review				
Security Officer Reassessment				
Evaluation of Inspection Plans				
Confirm Lines of Communication				
Training Curriculum Revisions				
Quality Control Plan Submitted				
Finalization of Site Survey Results				
Report Writing Procedure Reviewed				
Service Standards Evaluated				