

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6
	JANUARY				FEBRUARY	
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2
Wave 1						
Wave 2						
Wave 3						
Wave 4						

	Business Unit Preparation/Readiness Assessment
	Onboarding/Transition Training
	Work Shadowing Validation/Knowledge Capture
	Knowledge Transfer
	Ramp Up
	Stabilisation



Go Live

Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15
JARY		MARCH				APRIL		
Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3

National Holidays	20XX/20XX
SSC country	1 Nov, 11 Nov, 25 Dec, 26 Dec, 1 .
Location	25 Dec, 26 Dec, 1 Jan

Wk 16	Wk 17	Wk 18	Wk 19	Wk 20	Wk 21	Wk 22	Wk 23	Wk 24
MAY					JUNE			
Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4

Jan, 6 Jan

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6
	JANUARY				FEBRUARY	
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2
Business Unit Preparation						
Onboarding/Transition Training						
Kick Off						
Knowledge Capture						
Process Mapping						
Desktop Procedures						
Work Shadowing						
SLA/OLA						
KPI's						
Internal Control						
Decision Gate 1						
Onboarding in SSC						
Knowledge Transfer						
Go Live 10%						
Ramp Up						
Decision Gate 2						
Go Live 100%						
Stabilisation						

National Holidays

SSC country

Location

20XX/20XX

1 Nov, 11 Nov, 25 Dec, 26 Dec, 1 Jan

25 Dec, 26 Dec, 1 Jan

Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15
JARY		MARCH				APRIL		
Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3

Jan, 6 Jan

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6
	JANUARY				FEBRUARY	
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2
Business Unit Preparation						
Onboarding/Transition Training						
Kick Off						
Knowledge Capture						
Process Mapping						
Desktop Procedures						
Work Shadowing						
SLA/OLA						
KPI's						
Internal Control						
Decision Gate 1						
Onboarding in SSC						
Knowledge Transfer						
Go Live 10%						
Ramp Up						
Decision Gate 2						
Go Live 100%						
Stabilisation						

National Holidays

SSC country

Location

20XX/20XX

1 Nov, 11 Nov, 25 Dec, 26 Dec, 1 Jan

25 Dec, 26 Dec, 1 Jan

Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15
JARY		MARCH				APRIL		
Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3

Jan, 6 Jan

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6
	JANUARY				FEBRUARY	
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2
Business Unit Preparation						
Onboarding/Transition Training						
Kick Off						
Knowledge Capture						
Process Mapping						
Desktop Procedures						
Work Shadowing						
SLA/OLA						
KPI's						
Internal Control						
Decision Gate 1						
Onboarding in SSC						
Knowledge Transfer						
Go Live 10%						
Ramp Up						
Decision Gate 2						
Go Live 100%						
Stabilisation						

National Holidays	20XX/20XX
SSC country	1 Nov, 11 Nov, 25 Dec, 26 Dec, 1 Jan
Location	25 Dec, 26 Dec, 1 Jan

Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15
JARY		MARCH				APRIL		
Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3

Jan, 6 Jan

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6
	JANUARY				FEBRUARY	
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Business Unit Preparation						
Onboarding/Transition Training						
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National Holidays

SSC country

Location

20XX/20XX

1 Nov, 11 Nov, 25 Dec, 26 Dec, 1 Jan

25 Dec, 26 Dec, 1 Jan

Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15
JARY		MARCH				APRIL		
Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3

Jan, 6 Jan

