7. TRANSITION PLANNING AND SUPPORT

	Topic/Question
7.1	**Raise an ST Record** Does the tool allow the addition of new service transition records? This task would preferably be linked to the associated change record. --
7.2	**Record Content** Does the tool contain fields to hold adequate TP&S content? Eg, service name, specifications, designs, plans and acceptance criteria. --
7.3	**Risks and Issues** Does the tool enable service transition risks and issues to be recorded? --
7.4	**Release Policy** Does the tool record system compliance with the release policy? A field could be provided in which to record deviations. --
7.5	**Legal/Standards Details** Does the tool allow the recording of relevant standards, legal matters, regulatory and contractual agreements? --
7.6	**Responsibilities** Can the tool record the role and responsibilities of the people involved in the planning and support activities? This includes those who can/can't approve activities. --
7.7	**SDP** Does the tool allow data to be added to the service design package? --
7.8	**Release Authorisation** Does the tool show when the release has been authorised? --

7.9	**Success/Failure Criteria** Can the tool record the success and failure criteria for releases? --
7.10	**Training Plans** Can the tool assist with the assigning and scheduling of training? --
7.11	**Production of Plans** Does the tool assist with the production of transition plans? Such as for the release, the testing and building activities. --