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Dandelion Transition Plan (Document 1 of 2): Dandelion Program Employee Transition Plan Pack

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Version 1.2



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Note: V0.1 means draft version and V1.1 means draft version. V1.0 means final approved version.

Version	Revision Date	Name of Author/modifier	Change Description
V0.1	25/8/2016	Adam Easterbrook	Draft release
V1.0	29/08/2016	Adam Easterbrook	Approved to move to first final version
V1.1	30/08/2016	Nick Curtis	Formatting changes
V1.2	14/10/2016	Nick Curtis	Adjustment of client-specific content
V1.2a	12/04/2017	George Dionysopoulos	Rebranding
V1.2b	17/07/2017	Nick Curtis	Rebranding and corrections

Terms and definitions

Term / acronym	Definition
DXC	DXC Technology
DRD	Detailed Requirements Document
ALM	Application Lifecycle Management
SME	Subject Matter Expert



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***This document is a working document and is intended to be used with the main Dandelion DXC Employee Transition Plan.
This document tracks the employee's progress through transition and is a confidential document. It is to be treated as per other personally confidential documents and stored in a secure repository.***



Stage 1 - Suitable Dandelion Team Member Identification

Transition Stage: 1 Suitable Dandelion Team Member Identification			Team Member:	
No	Step	Responsible	Completed Date	Comments
1	Conduct meeting with the Dandelion Team Member to discuss their willingness to transition into another team/project. (Refer Transition Plan point 1.1)	DXC AS Consultant		
2	Validate that the individual has adequate technical skills to transition through the rating scores in their 1:1 documents (e.g.; that they are achieving or exceeding expectations for the past 4 months). (Refer Transition Plan point 1.2)	DXC AS Consultant DXC Test Lead / Manager		
3	Validate that the individual has adequate social skills to transition through the rating scores in the 1:1 documents (e.g.; that they are achieving or exceeding expectations for the past 4 months). (Refer Transition Plan point 1.3)	DXC AS Consultant DXC Test Lead / Manager		
4	Conduct meeting to discuss observed employability skills and any behaviours of concern.(Refer Transition Plan point 1.3)	DXC AS Consultant DXC Test Lead / Manager		
5	Prepare case notes detailing the outcomes of the processes of this stage and assessed readiness of the Dandelion Team member to transition.	DXC AS Consultant		

<p>Stage Recommendations:</p>
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Stage 2 - Career Planning

Transition Stage: 2 Career Planning			Team Member:	
No	Step	Responsible	Completed Date	Comments
1	Conduct a meeting to discuss career planning and document in case notes. (Refer Transition Plan point 2.1)	DXC AS Consultant DXC People Care Manager Dandelion Team Member		
2	Dandelion Team member to use DXC career planning tools to determine career path (Refer Transition Plan point 2.2)	DXC People Care Manager Dandelion team Member		
3	Set DXC career goals (Refer Transition Plan point 2.3)	DXC People Care Manager		
4	Investigate the opportunities within client workplace which best align with the Dandelion Team members career progression goals	DXC AS Consultant Client Representative		

Stage Recommendations:



Stage 3 - Mentor Identification and Training

Transition Stage: 3 Mentor Identification and Training			Team Member:	
No	Step	Responsible	Completed Date	Comments
1	Gain consent to information share with a mentor from the Dandelion Team member. (Refer Transition Plan point 3.1)	DXC AS Consultant Dandelion Team Member		
2	Identify suitable mentor based upon guidelines. Ensure willingness and understanding of disclosure and privacy requirements (Refer Transition Plan point 3.2)	DXC AS Consultant Client Representative		
3	Initiate and train mentor with weekly checklist usage (See appendices C point 3 and G)	DXC AS Consultant Client Mentor		
4	Initiate and train mentor with monthly 1:1 role. Adelaide Delivery Centre has an existing monthly coaching / mentoring program for all staff (Refer Transition Plan point 3.4)	DXC AS Consultant Client Mentor		
3	Present overview of autism to receiving team. (Refer Transition Plan point 3.5)	DXC AS Consultant		
4	Hold 1:1 meeting with the Mentor to exchange information relating to the individual strengths, needs and traits of the Dandelion Team Member.	DXC AS Consultant Client Mentor		

Stage Recommendations:



Stage 4 - Long Line Support

Transition Stage: 4 Long Line Support			Team Member:	
No	Step	Responsible	Completed Date	Comments
1	Determine suitable transition model for the particular individual. (Refer Transition Plan point 4.1)	DXC AS Consultant Dandelion Team Member Client Mentor		
2	Daily visits to Dandelion Team Member which will reduce over time. (Refer Transition Plan point 4.1)	DXC AS Consultant		
3	Attend weekly Dandelion team stand up meetings each Friday (Refer Transition Plan point 4.3)	DXC AS Consultant Dandelion Team Member		
4	Collect, review and file weekly checklists. (Refer Transition Plan point 4.4)	DXC AS Consultant		
5	Conduct monthly 1:1's with Dandelion Team Member and Client Mentor. (Refer Transition Plan point 4.5)	DXC AS Consultant Dandelion Team Member Client Mentor		

Stage Recommendations:



Stage 5 - Reporting

Transition Stage: 5 Reporting			Team Member:	
No	Step	Responsible	Completed Date	Comments
1	Collection and collation of 1:1 rating scores to be sent to DXC Applications Manager.	DXC AS Consultant		

Transition Outcome: