

# Exit Strategy Document

## 1. Executive Summary

Brief summary of the exit strategy, objectives, and intended outcomes.

## 2. Background and Purpose

Outline the background, key stakeholders, and the purpose for developing the exit strategy.

## 3. Exit Criteria

- Description of conditions or metrics for a successful exit
- Resources or deliverables to be completed
- Stakeholder approval process

## 4. Transition Plan

1. Identification of activities to be transitioned
2. Responsibility assignments
3. Timeline for transfer or closure

## 5. Communication Plan

Outline of how stakeholders will be informed throughout the exit process, including key messages and communication methods.

## 6. Risk Assessment & Mitigation

List potential risks associated with the exit and steps to mitigate these risks.

## 7. Post-Exit Support

Provide details on ongoing support, knowledge transfer, and contact points post-exit.

## 8. Appendices (if any)

Attach supporting documentation, templates, or reference materials.

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### Important Notes:

- Exit strategy documents should be reviewed and approved by all key stakeholders.
- The plan should be realistic, clear, and adaptable to changing circumstances.
- All legal, contractual, and regulatory compliance should be considered before finalizing the exit.
- Maintain clear communication and documentation throughout the exit process.