

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.

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.