APPENDIX B - Transition Plan Gantt Chart
## DT/MT/MLK Project Transition Plan

<table>
<thead>
<tr>
<th>ID</th>
<th>Task Name</th>
<th>Duration</th>
<th>Start</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Comprehensive Agreement Signed</td>
<td>30 days</td>
<td>Tue 11/1/11</td>
<td>Tue 1/1/13</td>
</tr>
<tr>
<td>2</td>
<td>Financial Close</td>
<td>1 day</td>
<td>Sat 12/1/11</td>
<td>Sat 12/1/11</td>
</tr>
<tr>
<td>3</td>
<td>O&amp;M and Tolling Commencement Date</td>
<td>1 day</td>
<td>Sun 8/3/12</td>
<td>Sun 8/3/12</td>
</tr>
<tr>
<td>4</td>
<td>Transition Period</td>
<td>60 days</td>
<td>Mon 1/2/12</td>
<td>Fri 3/23/12</td>
</tr>
<tr>
<td>5</td>
<td>ERC Shadowing Period</td>
<td>22 days</td>
<td>Mon 1/2/12</td>
<td>Wed 2/1/12</td>
</tr>
<tr>
<td>6</td>
<td>Financial Close</td>
<td>60 days</td>
<td>Mon 1/2/12</td>
<td>Fri 3/23/12</td>
</tr>
<tr>
<td>7</td>
<td>Transition period End</td>
<td>1 day</td>
<td>Mon 1/2/12</td>
<td>Mon 1/2/12</td>
</tr>
</tbody>
</table>

### Personnel Transition

- Communicate CA signing with Department Employees: 1 day (Mon 1/2/12 - Mon 1/2/12)
- Identify and confirm impacted work units and positions for RIF: 1 day (Wed 2/1/12 - Tue 2/1/12)
- Periodic Communication Events: 1 day (Wed 2/1/12 - Tue 2/1/12)
- Launch Training initiatives: 8 months (Wed 2/1/12 - Tue 11/1/12)
- Work with Concessionaire to identify staffing opportunities: 1 month (Thu 3/1/12 - Wed 3/1/12)
- Freeze recruitment in specific job classifications: 1 day (Mon 4/2/12 - Mon 4/2/12)
- ERT Employee Communications update session: 1 day (Mon 4/2/12 - Mon 4/2/12)
- Define identification of impacted employees: 1 day (Tue 5/1/12 - Mon 5/1/12)
- Conduct Adverse Impact Analysis prior to layoff action: 1 day (Tue 5/1/12 - Mon 5/1/12)
- Partner with Concessionaire to identify job opportunities: 1 day (Tue 5/1/12 - Mon 5/1/12)
- ERT Employee Communication sessions: 1 day (Fri 6/1/12 - Thu 6/1/12)
- Partner with Concessionaire to provide info on job opportunities: 1 day (Fri 6/1/12 - Thu 6/1/12)
- Firefile list of impacted employees: 1 day (Fri 6/1/12 - Fri 6/1/12)
- Conduct Final Adverse Impact Analysis: 1 day (Fri 6/1/12 - Fri 6/1/12)
- Provide initial notice of layoff: 1 day (Fri 6/1/12 - Fri 6/1/12)
- Partner with Concessionaire to provide info on job opportunities: 1 month (Mon 7/1/12 - Fri 7/1/12)
- Conduct monthly training initiatives for ERT employees: 2 months (Wed 8/1/12 - Tue 9/5/12)
- Provide final notice of layoff: 1 day (Fri 9/14/12 - Fri 9/14/12)
- Begin employee out-processing: 1 day (Fri 9/14/12 - Fri 9/14/12)
- Communications with Department Employees in Contract Operations: 1 day (Mon 10/1/12 - Mon 10/1/12)
- Begin tracking of affected employees for potential recall: 1 day (Mon 10/1/12 - Mon 10/1/12)
- COBRA notification of Affected Employees: 1 month (Mon 10/1/12 - Fri 10/26/12)
- All Certification of Benefit Applications identified and processed: 2 months (Mon 10/1/12 - Fri 11/1/12)
- Complete filing of all layoff associated documentation: 1 day (Tue 1/1/13 - Tue 1/1/13)

### Operations

- Operations Memo: 25 days (Mon 12/1/11 - Thu 1/12/12)
- Standard Operating Procedures: 26 days (Mon 12/1/11 - Thu 1/12/12)
- Emergency Response Procedures: 26 days (Mon 12/1/11 - Thu 1/12/12)
- Incident Management Process: 20 days (Mon 12/1/11 - Thu 1/12/12)
- Weather Process: 20 days (Mon 12/1/11 - Thu 1/12/12)
- Kitchen Service Procedures: 20 days (Mon 12/1/11 - Thu 1/12/12)
- Hazardous Materials (CFR 49): 20 days (Mon 12/1/11 - Thu 1/12/12)
- VDOT Reports - Weekly, Monthly, Annual (sample docs): 20 days (Mon 12/1/11 - Thu 1/12/12)
- Transfer of Information Workshop: 2 days (Wed 1/11/12 - Thu 1/12/12)

### Maintenance

- Handoff of Maintenance Documentation: 20 days (Mon 12/19/11 - Thu 1/12/12)
- Handoff of Maintenance Documentation: 20 days (Mon 12/19/11 - Thu 1/12/12)
- Electrical: 20 days (Mon 12/19/11 - Thu 1/12/12)
- Tunnel Lighting: 20 days (Mon 12/19/11 - Thu 1/12/12)