



Keeping IT Afloat:

What to Expect When a Techie Decides to Leave

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What are YOUR questions about IT transitions?




Our tech is leaving! Now what?

- Develop a confident mindset
- Calmly leading through the storm
- Ensuring a smooth transition to the new normal


Source: <https://www.inc.com/marissa-levin/3-ways-the-best-leaders-react-to-employee-turnover.html>

Make a Plan, Make a List:

- Have someone shadow the employee.
- Communicate plans to remaining staff.
 - How did they contact this person? Who should they contact going forward?
- Ask the exiting employee for their help.



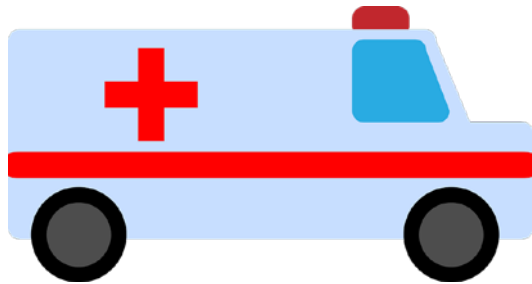
What projects is your IT person /
department handling now?



Things to ask the exiting employee:

- Can you outline your daily tasks and routine in easy-to-understand steps?
- If you had to prioritize, what are the top three projects you're currently involved in that need to be picked up once you leave?
- What files/information/contacts are necessary to make a seamless transition on these projects?
- Can you provide some guidance and insight into the direction you would have taken on your projects had you stayed with the company?
- How has your job evolved since you were hired? What about your job description has changed?
- Are there any key items we should know about/address for any in-progress work?
- Can we have a list of all your regular contacts so we can inform them of the staffing change?

Do you think you are ready for the unexpected?



Be prepared for next time all the time

Maintain lists:

- Contacts (vendors, networking and support groups, forums)
- Daily activities, weekly activities, monthly, quarterly, etc
- Active projects and pending projects
- Printed 'access list' that is locked up



Any experiences you have
that we can all learn from?





Any questions?

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