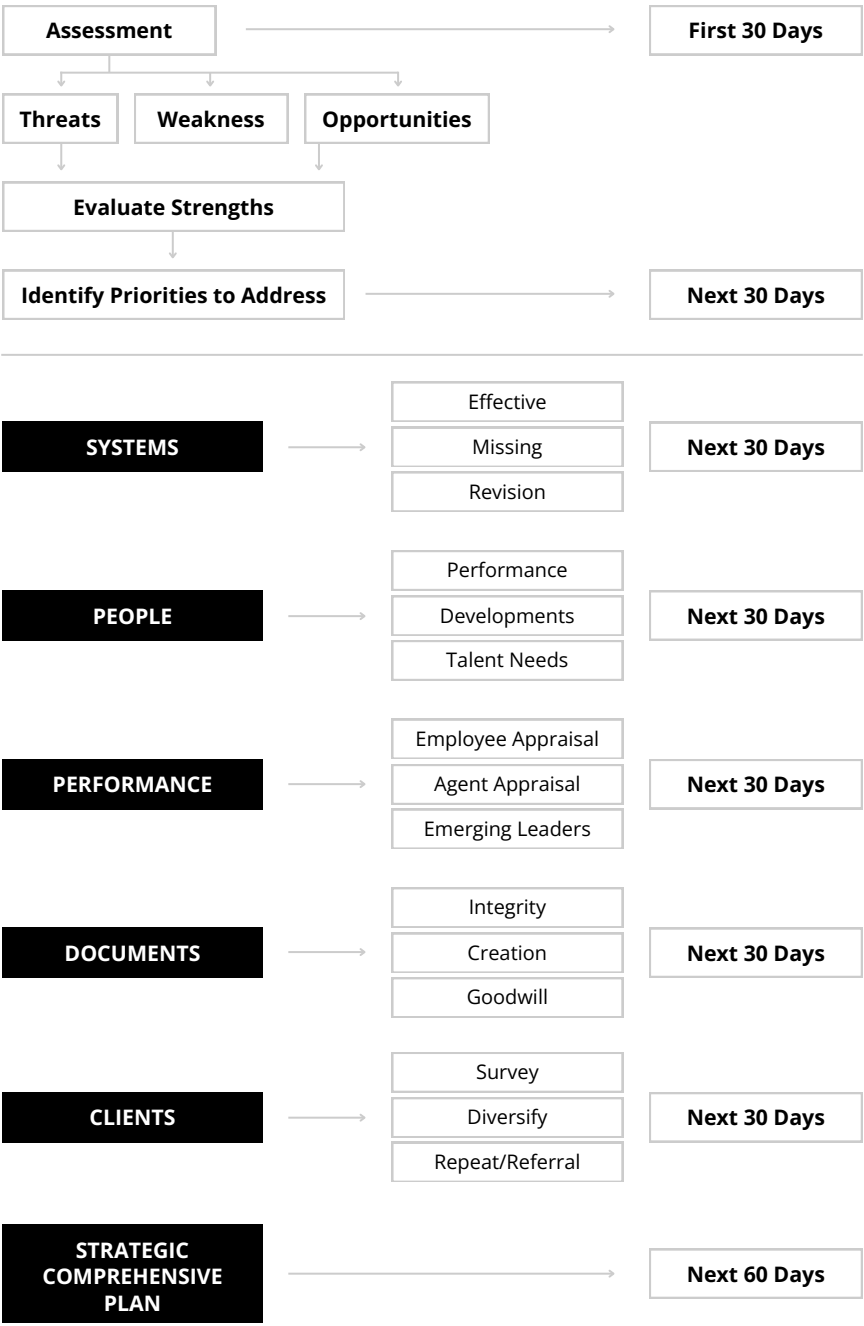TRANSITION PREPARATION WORK FLOW & TIMELINE