

# Project Handover Checklist for Software Development

The **project handover checklist** in software development ensures a smooth transition by verifying all deliverables, documentation, and code quality standards are met. It facilitates clear communication between development and operations teams, minimizing risks and downtime. Proper handover guarantees project continuity and successful deployment.

## Checklist

- All project documentation is up to date and accessible
- Source code repository is complete, organized, and accessible
- Environment setup and configuration steps are documented
- Deployment scripts and instructions provided
- User manuals and technical guides delivered
- All feature requirements met and validated
- Known issues and limitations clearly listed
- Test cases and results included
- Support and maintenance procedures documented
- Contact information for key project members shared
- Access credentials and permissions transferred securely

## Sign-off

**Development Lead:** \_\_\_\_\_

**Operations Lead:** \_\_\_\_\_

**Date:** \_\_\_\_\_