IT Project Handover Checklist Template

This **IT project handover checklist template** ensures a smooth transition by systematically organizing all critical tasks and documentation. It helps teams verify completion of project deliverables, knowledge transfer, and stakeholder approvals. Using this template minimizes risks and promotes continuity in IT project management.

Checklist Item	Description	Owner	Status	Comments
Project Summary Document	Provide comprehensive overview, objectives, and outcomes of the project.		☐	
Deliverables Inventory	List and verify all project deliverables and associated documentation.		☐	
Source Code & Repositories	Ensure all codebases and repositories are transferred and accessible.		☐	
User Guides & Manuals	Include all user documentation and operating procedures.		☐	
System Access & Credentials	Hand over all necessary credentials and system access information.		☐	
Deployment Instructions	Provide clear steps for ongoing deployment or maintenance activities.		☐	
Knowledge Transfer Sessions	Schedule and document sessions for team knowledge transfer.		☐	
Support Plan & Contacts	Provide support procedures and escalation contacts post-handover.		☐	
Outstanding Issues & Risks	Document any unresolved issues, risks, or pending tasks.		☐	
Stakeholder Approvals	Obtain and record sign-off from key stakeholders.		☐	

Additional Notes

- Customize checklist items to fit your project's unique requirements.
- Use status checkboxes to track completion.
- Include owners and comments for accountability and clarity.