

Project Handover Checklist for Client Delivery

Ensure a smooth transition with our comprehensive **project handover checklist** designed for client delivery. This checklist covers all essential tasks to confirm project completeness and client satisfaction. Streamline your process and enhance communication during project closure.

Checklist

- Project Documentation**
 - Final project plan and timeline
 - Technical specifications and user manuals
 - Design assets and source files
 - Testing and QA reports
- Deliverables Review**
 - Verify all deliverables match agreed requirements
 - Obtain formal client approval on deliverables
 - Address and resolve outstanding issues
- Client Training & Support**
 - Conduct training sessions for client teams
 - Provide user guides and support documentation
 - Share contact information for ongoing support
- Access & Permissions**
 - Transfer login credentials and system access
 - Revoke internal team access where appropriate
- Final Meeting and Sign-off**
 - Schedule and conduct a final project review with the client
 - Obtain written sign-off confirming project acceptance
 - Collect client feedback for process improvement
- Post-Handover Support**
 - Define maintenance and support agreement if required
 - Provide escalation contacts and response times

Notes

- Customize this checklist according to your project scope.
- Keep careful records of all correspondence and approvals.