

# 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

1. **Project Documentation**
  - Final project plan and timeline
  - Technical specifications and user manuals
  - Design assets and source files
  - Testing and QA reports
2. **Deliverables Review**
  - Verify all deliverables match agreed requirements
  - Obtain formal client approval on deliverables
  - Address and resolve outstanding issues
3. **Client Training & Support**
  - Conduct training sessions for client teams
  - Provide user guides and support documentation
  - Share contact information for ongoing support
4. **Access & Permissions**
  - Transfer login credentials and system access
  - Revoke internal team access where appropriate
5. **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
6. **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.