

Project Handover Checklist

Ensure a smooth transition with our comprehensive **project handover checklist**, including all essential documentation requirements. This checklist guarantees that every critical document is reviewed and delivered, facilitating seamless project closure and client satisfaction. Proper documentation helps maintain clarity, accountability, and continuity for future reference.

Checklist Items

- **Project Overview** – Executive summary and key project objectives
- **Scope of Work Document** – Detailed description of deliverables and boundaries
- **Project Schedule & Milestones**
- **Technical Documentation** – Architecture diagrams, configurations, code repositories
- **Testing & Quality Assurance Reports**
- **User Manuals / Training Guides**
- **Issue & Risk Logs**
- **Change Request Records**
- **Contact List** – Key project stakeholders and support contacts
- **Sign-off Documents** – Approvals from stakeholders/clients

Documentation Requirements Summary

| Document | Description | Responsible | Status |
|-------------------------------------|--|------------------|-------------|
| Project Charter | Authorizes project and identifies stakeholders | Project Manager | Completed |
| Requirements Specification | Details functional and technical requirements | Business Analyst | In Progress |
| Design Documentation | System architecture, UI mockups, data models | Technical Lead | Completed |
| Installation & Configuration Guides | Deployment instructions for all environments | DevOps | Pending |
| Testing Reports | QA results, test cases, and defect resolutions | QA Lead | Completed |
| Release Notes | Summary of changes for each release | Release Manager | In Progress |
| User & Support Documentation | End-user manuals, FAQs, contact info | Technical Writer | Pending |
| Final Acceptance & Sign-Off | Client approvals and acceptance letters | Project Manager | Pending |

Confirmation

☐ All required documents have been delivered and acknowledged.

For any questions or clarifications, please contact the project manager or document owner.