

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.