

Project Handover Checklist for Remote Teams

A **project handover checklist** is essential for remote teams to ensure seamless transition and continuity. It outlines critical tasks, documentation, and responsibilities to avoid miscommunication. This checklist helps maintain productivity and accountability across dispersed work environments.

Checklist Items

- 1. Project Overview**
 - Summary of objectives and scope
 - Key milestones and deadlines
- 2. Team Contacts**
 - List of key stakeholders with contact details
 - Designated project owners and support
- 3. Documentation Transfer**
 - Shared access to drives and repositories
 - Up-to-date documentation files (plans, requirements, etc.)
- 4. Ongoing Tasks and Status**
 - Current project status update
 - List of pending or in-progress tasks
- 5. Access and Permissions**
 - List of tools, platforms, and credentials
 - Instructions for access or transfer of ownership
- 6. Meetings and Communication**
 - Schedule of recurring meetings
 - Communication channels and protocols
- 7. Review and Feedback**
 - Notes from previous retrospectives
 - Outstanding questions or concerns
- 8. Sign-off**
 - Confirmation from all relevant parties

Tip: Use collaborative tools (like Google Docs, Notion, or Trello) to keep the checklist updated and accessible to all remote team members.