

Project Handover Checklist During Project Closure Phase

The **project handover checklist** ensures a smooth transition by verifying all deliverables, documentation, and approvals are complete during the project closure phase. It helps in confirming that the project meets quality standards and client requirements before final sign-off. This checklist is essential to facilitate knowledge transfer and support ongoing operations.

Checklist

- All project deliverables are completed and meet defined acceptance criteria
- Documentation is compiled, reviewed, and archived (e.g., technical documents, user manuals, design files)
- Outstanding issues, bugs, or risks are documented and communicated
- Client/end-user training is conducted and materials provided
- User acceptance testing (UAT) is complete with sign-off
- All project assets and resources have been transferred to client/operations team
- Transition plan for ongoing support and maintenance is delivered
- Contact information for support or escalation is shared
- Relevant licenses, warranties, and certificates handed over
- Formal approval and sign-off on project closure received from stakeholders
- Final project report (including lessons learned) shared with stakeholders

Sample Handover Checklist Table

Item	Status	Responsible	Date Completed	Remarks
All Deliverables Submitted	Yes	Project Manager	2024-06-02	
Documentation Archived	No	PMO		Pending final review
User Training Delivered	Yes	Lead Trainer	2024-06-01	Training video shared
Formal Sign-off	No	Client		Awaiting signature