Project Handover Checklist for Government Projects

A comprehensive **project handover checklist** ensures all critical documentation, approvals, and deliverables are completed for government projects. This checklist facilitates a smooth transition between project teams and stakeholders, minimizing risks and ensuring compliance with regulations. It is essential for maintaining transparency and accountability throughout the project lifecycle.

Project Handover Checklist

- **Project Documentation**
  - Final Project Report
  - As-built Drawings and Specifications
  - Contracts and Amendments
  - Meeting Minutes
  - Permits and Licenses
- **Financial Records**
  - Final Budget Statement
  - Invoices and Receipts
  - Payment Approvals
  - Audit Reports
- **Asset Handover**
  - Inventory List
  - Equipment Manuals and Warranties
  - Transfer Receipts
- **Compliance & Approvals**
  - Quality Assurance Sign-offs
  - Health & Safety Certifications
  - Regulatory Approvals
- **Stakeholder Communication**
  - Project Handover Meeting
  - Contact Information of Key Personnel
  - Stakeholder Acknowledgments
- **Training & Support**
  - User Training Sessions
  - Operating Procedures Manuals
  - Support Contact List
- **Sign-Off & Acceptance**
  - Formal Acceptance Letters
  - Authorized Signatures

This checklist should be adapted based on the specific requirements, guidelines, and regulatory frameworks applicable to each government project.