

Project Handover Checklist

Project Information

Project Name:

Project Manager:

Team Members:

Date of Handover:

Checklist

Task	Details / Comments
<input type="checkbox"/> All project documentation handed over	
<input type="checkbox"/> Code repository access provided	
<input type="checkbox"/> Project status update shared	
<input type="checkbox"/> Outstanding tasks identified	
<input type="checkbox"/> Risk and issue log updated	
<input type="checkbox"/> Stakeholder information provided	
<input type="checkbox"/> Meeting notes shared	
<input type="checkbox"/> Contact information exchanged	
<input type="checkbox"/> Relevant passwords & access shared	

Additional Notes

Handover By:

Date:

Received By:

Date: