

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: