

Project Handover Template

A ready-to-use framework for creating clear, consistent documentation. Replace bracketed prompts with information specific to your organization.

Document Title	[Enter title]	Document ID	[ID-001]
Owner	[Name / Role]	Version	[1.0]
Effective Date	[Date]	Review Date	[Date]

01 - Project Information

[Enter project information information here.]

02 - Handover Summary

[Enter handover summary information here.]

03 - Deliverables

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

04 - Outstanding Items

[Enter outstanding items information here.]

05 - System Access

[Enter system access information here.]

06 - Documentation

[Enter documentation information here.]

07 - Training

[Enter training information here.]

08 - Support Contacts

[Enter support contacts information here.]

09 - Risks

[Enter risks information here.]

10 - Acceptance

[Enter acceptance information here.]

11 - Sign-Off

[Enter sign-off information here.]

Free template from Documentation Services Lab

Customize this template for your organization's requirements.

documentationserviceslab.com