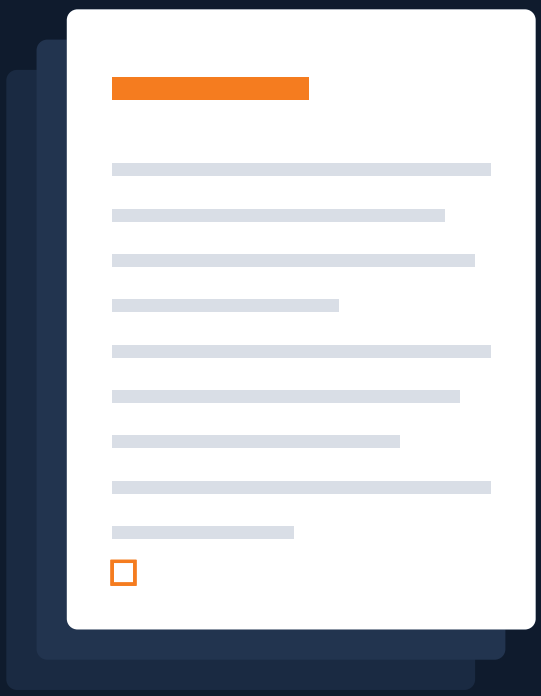
Documentation
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FREE TEMPLATE

PROJECT MANAGEMENT

Project Handover

Transfers a finished deliverable from the project team to operations or the business owner.

PHASE

Handover

PRIMARY USERS

Project Leads, Ops Teams

About this template

The Project Handover document makes sure the receiving team can run and support what the project built. It lists what is handed over, documentation, access, training, open issues and support arrangements, and records formal acceptance.

Detail	
Phase	Handover
Primary users	Project Leads, Ops Teams

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**Deliverable / system**	
Handed over by		**Received by**	
Handover date			

Version	Date	Author	Summary of changes
[1.0]	*[DD/MM/YYYY]*	*[Name]*	*[Initial release]*

01 Handover Summary

What is being handed over	
Current status	
Go-live date	
Warranty / hypercare period	

02 Deliverables

Deliverable	Location / link	Accepted?

03 Documentation Provided

	Item
☐	*[User guide]*
☐	*[Admin / technical manual]*
☐	*[SOPs / runbooks]*
☐	*[Architecture & configuration]*
☐	*[Contracts & licences]*
☐	*[Test results]*

04 Access & Credentials Transferred

GUIDANCE *List accounts transferred (never write passwords here).*

System	Access type	Transferred to	Date

05 Training Completed

Session	Attendees	Date	Materials

06 Open Issues & Known Limitations

Issue	Impact	Owner after handover	Target

07 Support Arrangements

Hypercare contact	
Escalation path	
Vendor support	
End of project support	

08 Acceptance

GUIDANCE *Signatures confirm the receiving team accepts ownership.*

Role	Name	Signature	Date
Project Manager			
Receiving Owner			
Sponsor			

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