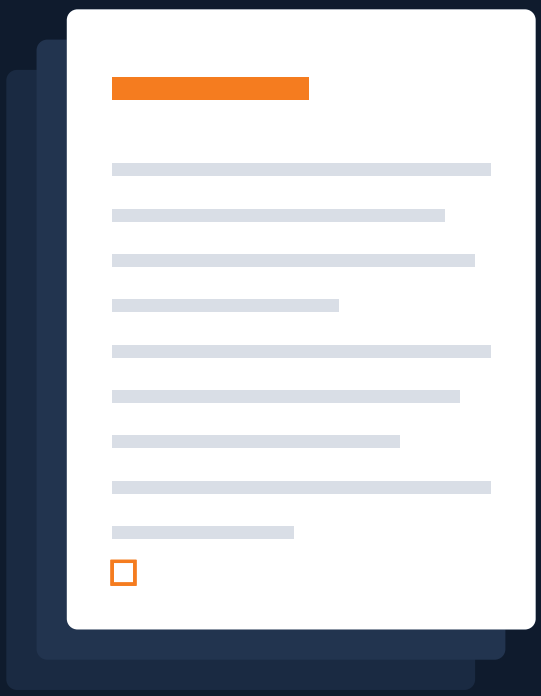
Documentation
Services Lab



FREE TEMPLATE

SOFTWARE DEVELOPMENT

Software Documentation

A maintenance and handover document that helps engineers and support teams own a system.

STAGE

Maintenance & handover

PRIMARY AUDIENCE

Maintenance Engineers, New Hires, Support Teams

About this template

This template captures everything a new owner needs to maintain a system: what it does, how to run it locally, how code is organised, how to deploy, how to operate and support it, and where the known problems are. Use it for handovers and onboarding.

Detail	
Stage	Maintenance & handover
Primary audience	Maintenance Engineers, New Hires, Support 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

System / repository		**Version**	
Current owner		**Handover to**	
Date			

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

01 System Overview

Purpose		**Users**	
Repository		**Tech stack**	
Production URL		**Status**	

02 Getting Started (Local Setup)

#	Step	Command	Notes
1	*[Clone repository]*		
2	*[Install dependencies]*		
3	*[Configure .env]*		
4	*[Run locally]*		

03 Codebase Structure

Folder / module	Contains

04 Configuration & Secrets

Variable	Purpose	Where stored

05 Build, Test & Deploy

Build command	
Test command	
CI/CD pipeline	
Deployment process	
Environments	

06 Operations & Support

Task	How	Frequency
[Check logs]		
[Restart service]		
[Rotate credentials]		

07 Known Issues & Technical Debt

Issue	Impact	Workaround / plan

08 Contacts & Handover Checklist

Previous owner	
Subject-matter experts	
Vendor contacts	

	Item
☐	*[Access transferred]*
☐	*[Walkthrough completed]*
☐	*[Open tickets reviewed]*
☐	*[Documentation reviewed and updated]*

Need it written for you? Book a free consult

Documentation
Services Lab

YOUR TEMPLATE IS READY. YOUR TIME IS LIMITED.

Need this document written, reviewed or formatted for you?

Documentation Services Lab turns your processes, systems and know-how into clear, audit-ready documents your team will actually use. Hand us your notes, recordings or rough drafts and we deliver a finished, on-brand **Software Documentation** and anything else you need.

SOPs & process docs

Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

Technical & API docs

API references, integration guides, manuals, specs and knowledge bases.

Quality & compliance

ISO-ready QMS documents, registers, audit checklists, training records.

Project & construction

Charters, plans, RFIs, submittals, daily reports, closeout packages.

Book a free consultation >

cal.com/documentationservices/inquiry

Visit our website >

documentationserviceslab.com

Free to use and adapt for your own organisation. Remove the orange guidance boxes before publishing.

© Documentation Services Lab