**Handover Note For Leave**



**Date:** June 18, 2024

**From:** John Doe
**To:** Jane Smith

**Subject:** Handover Notes for Leave Period

**1. Ongoing Projects/Tasks:**

**Project/Task 1: Website Redesign**

* **Current Status:** Design phase is complete, development has started.
* **Pending Actions:** Finalize homepage layout, integrate new CMS.
* **Deadline:** July 10, 2024
* **Key Contacts:**
	+ Mike Johnson (Lead Developer) - mike.johnson@example.com
	+ Emily Clark (UI/UX Designer) - emily.clark@example.com

**Project/Task 2: Quarterly Financial Report**

* **Current Status:** Data collection is 70% complete.
* **Pending Actions:** Complete data collection, analyze financial metrics, draft report.
* **Deadline:** July 5, 2024
* **Key Contacts:**
	+ Sarah Lee (Finance Manager) - sarah.lee@example.com
	+ Robert Brown (Data Analyst) - robert.brown@example.com

[Repeat as necessary for all ongoing projects/tasks]

**2. Meetings/Events:**

**Meeting/Event 1: Team Progress Meeting**

* **Date & Time:** June 20, 2024, 10:00 AM
* **Purpose:** Discuss progress on ongoing projects and address any blockers.
* **Attendees:** John Doe, Jane Smith, Mike Johnson, Emily Clark
* **Location/Platform:** Conference Room B / Zoom (link shared in calendar)
* **Preparation Required:** Review project status reports.

**Meeting/Event 2: Client Presentation for Website Redesign**

* **Date & Time:** June 25, 2024, 2:00 PM
* **Purpose:** Present the new website design to the client.
* **Attendees:** John Doe, Client Team
* **Location/Platform:** Client's Office / Zoom (link shared in calendar)
* **Preparation Required:** Finalize presentation slides, rehearse key points.

**3. Critical Issues:**

* **Issue 1:** Server Downtime
	+ **Status:** Server experienced intermittent downtime last week.
	+ **Actions Required:** Monitor server performance, escalate to IT if issue persists.
	+ **Key Contacts:**
		- Alex Green (IT Support) - alex.green@example.com
* **Issue 2:** Budget Overrun for Website Redesign
	+ **Status:** Current expenses are exceeding the allocated budget.
	+ **Actions Required:** Review expenses, identify areas for cost-cutting, discuss with finance.
	+ **Key Contacts:**
		- Sarah Lee (Finance Manager) - sarah.lee@example.com

**4. Important Contacts:**

* **Mike Johnson:** Lead Developer - mike.johnson@example.com
* **Emily Clark:** UI/UX Designer - emily.clark@example.com
* **Sarah Lee:** Finance Manager - sarah.lee@example.com
* **Robert Brown:** Data Analyst - robert.brown@example.com

**5. Additional Notes:**

* Please ensure all project updates are documented in the shared project management tool.
* Check emails at least twice daily for any urgent matters.

**6. Leave Details:**

* **Leave Period:** June 19, 2024 to June 30, 2024
* **Emergency Contact:** john.doe@example.com, (555) 123-4567

Please feel free to reach out to me before June 19, 2024, if you need any clarifications or further information. I will be available on email/phone in case of any urgent issues during my leave.

Thank you for your understanding and cooperation.

**John Doe
Project Manager
john.doe@example.com
(555) 123-4567**