

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