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Project Handover Checklist

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### **Project Information**

* **Project Name:** GreenTech Solutions Implementation
* **Project Manager:** Jane Doe
* **Start Date:** January 5, 2024
* **End Date:** June 30, 2024
* **Handover Date:** July 1, 2024

### **Key Deliverables**

* Finalized project report
* User manuals and training materials
* Access to project management software
* Completed software code and documentation
* Warranty and support agreements

### **Financials**

* Final budget report
* Invoices and receipts
* Audit trail of project expenses
* Outstanding payments list

### **Legal and Compliance**

* Contracts and agreements
* Intellectual property rights documentation
* Compliance audit reports
* Licenses and permits

### **Assets and Inventory**

* List of purchased hardware and software
* Asset registration and tagging records
* Inventory of leftover materials
* Equipment warranties and service agreements

### **Stakeholder Information**

* List of project team members
* Contact information for key stakeholders
* Roles and responsibilities document
* Client and vendor contact list

### **Training and Support**

* Training session records
* Support team contact information
* Feedback and evaluation summaries
* Transition plan for ongoing support

### **Documentation and Records**

* Project plan and schedule
* Meeting minutes and decision log
* Change management documentation
* Test plans and results

### **Closing Actions**

* Project closure report
* Lessons learned and recommendations
* Client sign-off on deliverables
* Team recognition and rewards