

---

# Project Handover Checklist

## 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