

**Resignation Handover Checklist**

**Project Name:** Redesign Website Launch
**Project Manager:** Emily Carter
**Start Date:** January 15, 2024
**Expected Completion Date:** June 30, 2024
**Handover Date:** June 15, 2024

**Introduction and Overview**

* Introduction of the project to the new project manager, Alex Reed.
* Overview of project objectives and scope discussed.

**Key Responsibilities and Daily Tasks**

* Detailed list of project manager responsibilities provided.
* Daily task schedule and critical checkpoints reviewed.

**Status of Ongoing Projects**

* Update on current status of the website redesign provided.
* Documentation of next steps and expected deliverables outlined.

**Pending Tasks and Immediate Priorities**

* List of incomplete tasks detailed, prioritizing the final testing phase.
* Immediate priorities, including user feedback compilation, highlighted.

**Important Contacts**

* Contact information for the design team, IT support, and key stakeholders compiled.
* Schedule of regular meetings with the client and team leads shared.

**Access to Documents and Files**

* Directions for accessing project documents on the company server given.
* Login credentials for the project management software and design tools provided.

**Issues, Challenges, and Recommendations**

* Ongoing challenges with website responsiveness on mobile devices noted.
* Recommendations for addressing pending issues, including potential vendor support, shared.

**Additional Information**

* Any special instructions for the project's final phase were communicated.
* Tips for managing team dynamics and maintaining project momentum offered.

**Handover Formalities**

* Sign-off on the handover document by both outgoing and incoming project managers.
* Introduction meeting between the incoming project manager and the project team arranged.

**Review and Acknowledgment**

* Final review of the project handover checklist completed.
* Acknowledgment of the handover process by the incoming project manager, Alex Reed, and the project sponsor documented.