
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.