

Project Handover Document

Project Name:

Project Manager:

Client / Stakeholder:

Date of Handover:

1. Project Overview

Summary:

Objectives:

Scope:

2. Deliverables

- Deliverable 1
- Deliverable 2
- Deliverable 3

3. Outstanding Issues & Risks

Issues:

Risks:

4. Key Contacts

- Role: Name - Email / Phone
- Role: Name - Email / Phone

5. Documentation & Reference

- Document/Link 1
- Document/Link 2

6. Handover Acceptance

Received By (Name, Signature):

Date:
