

Project Handover Discussion Plan

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Handover Discussion Schedule

Dear [Recipient's Name],

I hope this message finds you well. As we approach the completion of the [Project Name] project, I would like to propose a discussion plan to ensure a smooth handover process.

Discussion Agenda

- Overview of Project Scope
- Current Status & Deliverables
- Documentation Review
- Key Contacts & Responsibilities
- Challenges & Lessons Learned
- Next Steps & Timeline

Proposed Meeting Schedule

Date: [Insert Proposed Date]

Time: [Insert Proposed Time]

Duration: [Insert Duration]

Location: [Insert Location/Platform for Virtual Meeting]

Please let me know your availability for the proposed dates, or suggest an alternative if needed. Your input is vital for a successful transition.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]