

# Project Handover Checklist

Date: **[Insert Date]**

To: **[Recipient Name]**

From: **[Your Name]**

Subject: Project Handover Checklist

## Project Details

Project Name: **[Project Name]**

Project Manager: **[Project Manager Name]**

Team Members Involved: **[List of Team Members]**

## Checklist Items

- Project Documentation Completed
- Final Project Deliverables Reviewed
- Stakeholder Sign-Off Obtained
- Transfer of Project Materials Conducted
- Knowledge Transfer Sessions Held
- Access to Relevant Tools and Platforms Provided
- Feedback from Stakeholders Collected

## Additional Notes

**[Any additional notes or comments]**

## Approval

Prepared By: **[Your Name]**

Approved By: **[Approver's Name]**

Regards,

**[Your Name]**

**[Your Position]**