

Project Handover Report

Project Title: [Project Name]

Project Manager: [Your Name]

Date: [Date of Handover]

Client Name: [Client's Name]

Client Contact Information: [Client's Email/Phone Number]

1. Project Overview

- **Project Description:** Briefly describe the project, its objectives, and its significance.
- **Project Scope:** Outline the scope of the project, including key deliverables and milestones.

2. Key Stakeholders

- **Project Team Members:** List the key team members involved in the project, including their roles and responsibilities.
- **Client Contacts:** Provide details of the client's key contacts for future reference.

3. Project Deliverables

- **Final Deliverables:** List the final deliverables that have been completed and handed over to the client. Include any documentation, reports, or products.

- **Pending Items:** Mention any outstanding items or issues that need to be addressed post-handover.

4. Project Status

- **Current Status:** Provide a summary of the current status of the project at the time of handover.
- **Lessons Learned:** Highlight any significant lessons learned during the project that could benefit future projects.

5. Next Steps

- **Recommendations:** Offer recommendations for the client on how to proceed with the project now that it has been handed over.
- **Support and Maintenance:** Outline any ongoing support or maintenance services that will be provided, if applicable.

6. Attachments

- Include any relevant documents, such as project plans, meeting minutes, technical documentation, and user manuals.

7. Sign-off

- **Project Manager:** [Your Name]
- **Client Representative:** [Client's Name]