

# Project Handover Document

Project Name

Project Code / ID

Date of Handover

Prepared By

Received By

## 1. Project Overview

## 2. Key Contacts

Name	Role	Contact Information

## 3. Project Status

### Completed Tasks

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### Outstanding Tasks

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## 4. Project Documentation

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## 5. Access & Credentials

System / Platform	Access Details

6. Risks & Issues

7. Recommendations / Next Steps

8. Approvals

Name	Role	Signature	Date