## **Project Handover Document**

Project Name			
Project Code / ID			
Date of Handover			
Date of Handover			
Prepared By			
Received By			
1. Project Overv	<b>view</b>		
-			
2. Key Contacts			
Z. Ney Contacts			
Name	Role	Contact Information	
		Contact Information	
		Contact Information	
	Role	Contact Information	
Name  3. Project Status	Role	Contact Information	
Name	Role	Contact Information	
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Name  3. Project Status	Role	Contact Information	
Name  3. Project Status  Completed Tasks  •	Role	Contact Information	
Name  3. Project Status  Completed Tasks  •	Role	Contact Information	
Name  3. Project Status Completed Tasks  Outstanding Tasks  .	Role	Contact Information	
Name  3. Project Status  Completed Tasks  •	Role	Contact Information	
Name  3. Project Status Completed Tasks  Outstanding Tasks  .	Role	Contact Information	
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3. Project Status Completed Tasks  Outstanding Tasks  4. Project Docum  5. Access & Cre	Role		
3. Project Status Completed Tasks  Outstanding Tasks  4. Project Document	Role	Contact Information  Access Details	

6. Risks & Issues						
7. Recommendations / Next Steps						
8. Approvals						
Name	Role	Signature	Date			