

Project Deliverables Handover Checklist

Project Information

Project Name		Project Manager	
Client/Stakeholder		Date of Handover	

Deliverables

#	Deliverable Description	Received By	Reviewed/Approved	Comments
1				
2				
3				

Supporting Documents

Document Name	Attached	Comments

Additional Notes

Sign-Off

Project Manager Signature		Date	
Client/Stakeholder Signature		Date	