

IT System Handover Acceptance Form

Project Details

Project Name

System Name

Date of Handover

Handover From

Department

Name

Contact

Handover To

Department

Name

Contact

System Components

Component	Description	Status

Document Checklist

Document	Provided	Remarks
User Manual		
System Architecture		

Source Code		
Other		

Remarks

Signatures

Handover By

Date

Received By

Date