Quality Assurance Handover Checklist

Project Details

Project Name

Project Manager

QA Lead

Handover Date

Checklist

Item	Status	Comments
Requirements Specification Reviewed		
Test Plan Documented		
Test Cases Executed		
Defects Logged and Addressed		
Regression Testing Completed		
QA Sign-off Obtained		
Release Notes Finalized		

Additional Notes

Sign Off

QA Signature

Date