

# Software Development Handover Checklist Template

## Project Information

|                   |
|-------------------|
| Project Name      |
| Project Owner     |
| Lead Developer(s) |
| Handover Date     |

## Checklist

- **Codebase & Repository**
  - Source code pushed to repository
  - Repository access provided to relevant team(s)
  - Branching strategy/documentation included
  - README and setup instructions included
- **Documentation**
  - Technical Documentation (Architecture, APIs, etc.)
  - User Guides/Manuals
  - Deployment and Rollback instructions
  - Release Notes / Change Logs
- **Environment**
  - Credentials and access shared for all environments
  - Environment variables and configuration files provided
  - Infrastructure documentation (if any)
- **Dependencies**
  - Dependency list included (libraries, services, APIs)
  - Instructions for installing dependencies
- **Testing**
  - Test cases and test coverage documents included
  - Automated tests results attached
  - QA reports included
- **Outstanding Issues**
  - List of open bugs and issues
  - Backlog or future improvements noted
- **Contacts and Support**
  - Contact list for further questions
  - Onboarding/support channels specified

## Additional Notes

Sign-off

|             |  |
|-------------|--|
| Handover by |  |
| Received by |  |
| Date        |  |