

# Cross-Departmental Project Handover Checklist

## Project Information

Project Name	
Project Manager	
Departments Involved	
Handover Date	
Receiving Department	

## Documentation

Item	Provided	Comments
Project Brief/Overview		
Objectives & Scope		
Timeline & Key Milestones		
Project Plan		
Process Documents & Guidelines		
Status Report		
Risk Register & Issues Log		
Other Relevant Documents		

## Assets & Access

Asset/Access	Transferred	Notes
Relevant Files & Folders		
Project Management Tools Access		
Shared Drives/Links		
Key Credentials/Passwords		
Other Resources		

## Stakeholder & Communication

Contact/Stakeholder	Role	Informed	Details/Comments
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Pending Tasks / Next Steps

Task	Owner	Due Date	Status/Notes

Approvals & Sign-Off

Name	Department	Signature	Date