

# Project Handover Communication Review Form

Project Name

Date of Handover

Project Manager

Recipient Team/Individual

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## 1. Communication Overview

Summary of Handover Communication

Channels Used (e.g., email, meetings, docs, etc.)

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## 2. Documentation Provided

List Key Documents Shared

Are all essential documents accessible?

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## 3. Clarity and Completeness

Was the information clear and complete?

Comments or Issues Identified

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#### **4. Recommendations / Follow-up**

Suggestions for Improving Future Handover Communications