

Project Handover Document

1. Project Overview

2. Project Details

Project Name	
Project Manager	
Client / Stakeholder	
Start Date	
End Date	

3. Project Objectives

4. Scope of Work

5. Deliverables

- 1.
- 2.
- 3.

6. Outstanding Issues / Risks

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7. Key Contacts

Name	Role	Email	Phone

8. Documentation & Resources

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9. Next Steps / Recommendations

10. Sign-off

Name	Signature	Date

