

Client Project Handover Checklist

Project Documentation

- ☐ Finalized project documentation delivered
- ☐ User guides/manuals provided
- ☐ Technical documentation delivered
- ☐ All assets and source files handed over

Project Review

- ☐ Demo/walk-through completed
- ☐ All requirements checked off
- ☐ Open issues addressed

Access & Accounts

- ☐ Login credentials shared securely
- ☐ Access to tools/services verified
- ☐ Project files backed up

Training & Support

- ☐ Client training session delivered
- ☐ Support handover and contacts shared
- ☐ Q&A session offered

Final Steps

- ☐ Project sign-off obtained
- ☐ Invoices sent and/or closed
- ☐ Celebration and feedback session scheduled

Additional Notes