**PROJECT HANDOVER CHECKLIST TEMPLATE**

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| PROJECT TITLE | PROJECT MANAGER |
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| PLANNED WORK COMPLETION DATE |   | PLANNED PROJECT CLOSEOUT DATE |   |
| ACTUAL WORK COMPLETION DATE |   | ACTUAL PROJECT CLOSEOUT DATE |   |

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| --- | --- | --- | --- | --- | --- |
| **ID** | **ACTIVITY** | **OWNER** | **DUE DATE** | **STATUS** | **COMMENTS** |
| 1 | Has the team completed all deliverables? |   |   |   |   |
| 2 | Have all deliverables met the requirements and been approved? |   |   |   |   |
| 3 | Have operations and knowledge been transferred? |   |   |   |   |
| 4 | If you’re transferring the project to a new manager, have they received an updated project plan? |   |   |   |   |
| 5 | Have all stakeholders been informed of the current status of the project? |   |   |   |   |
| 6 | Have the project’s accounts and billing been finalized? |   |   |   |   |

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| **ID** | **ACTIVITY** | **OWNER** | **DUE DATE** | **STATUS** | **COMMENTS** |
| 7 | Have all security badges been turned in? |   |   |   |   |
| 8 | Has a post-project evaluation been carried out? |   |   |   |   |
| 9 | Has performance been evaluated and feedback delivered to team members? |   |   |   |   |
| 10 | Has a lessons learned review been conducted? |   |   |   |   |
| 11 | Has a project closure report been completed? |   |   |   |   |
| 12 | Has project documentation been archived for future reference? |   |   |   |   |
| 13 | Has a project closure letter been submitted? |   |   |   |   |
| 14 |   |   |   |   |   |
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| **ID** | **ACTIVITY** | **OWNER** | **DUE DATE** | **STATUS** | **COMMENTS** |
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