**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11458&utm_source=integrated+content&utm_campaign=/content/project-handover-templates&utm_medium=Project+Handover+Plan+doc+11458&lpa=Project+Handover+Plan+doc+11458&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PROJECT HANDOVER PLAN TEMPLATE**

|  |  |
| --- | --- |
| PROJECT TITLE | |
|  | |
| PLAN CREATED BY |  |
| DATE |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SUMMARY |  |  |  |  |
| **GOALS** | | | | |
|  | | | | |
| **RISKS** | | | | |
|  | | | | |
| **ASSUMPTIONS** | | | | |
|  | | | | |
| **OTHER** | | | | |
|  | | | | |
| ROLES AND TASKS |  |  |  |  |
| **ROLES** | **ASSIGNED TO** | **START DATE** | **END DATE** | **NOTES** |
| Transition Team Leader |  |  |  |  |
| Project Leader |  |  |  |  |
| Transition Specialist |  |  |  |  |
| Project Team |  |  |  |  |
| Database Administrator |  |  |  |  |
| Systems and Networking |  |  |  |  |
| Production Support |  |  |  |  |
| Desktop Support |  |  |  |  |
| Help Desk |  |  |  |  |
| OPS |  |  |  |  |
| Platform Support |  |  |  |  |
| Project Development |  |  |  |  |
|  |  |  |  |  |

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| **TASKS** |  |  |  |  |
| Coordinate transition planning meeting |  |  |  |  |
| Distribute project initiation plan or project plan |  |  |  |  |
| Attend transition planning |  |  |  |  |
| Conduct skill gap analysis |  |  |  |  |
| Identify project activities to be completed before transition can start |  |  |  |  |
|  |  |  |  |  |

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| **TRAINING** |  |  |  |  |
|  |  |  |  |  |
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