**PROJECT HANDOVER PLAN TEMPLATE**

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

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| --- | --- | --- | --- | --- |
| 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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