# Infrastructure Handover Document

## Introduction and Purpose

This document provides a comprehensive overview of the infrastructure systems to be transitioned to the operations or support team. Its purpose is to ensure a smooth and well-documented handover process, minimizing potential disruptions and clarifying responsibilities.

## Project Overview

**Project Name:** {projectName}

**Client/Organization:** {clientName}

**Prepared By:** {preparedBy}

**Date of Handover:** {handoverDate}

## Environment Description

**Environment Type:** {environmentType}

**Summary:** {environmentSummary}

## Infrastructure Components

{#components}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component Name** | **Type** | **Description** | **IP Address / Hostname** | **Credentials** |
| {name} | {type} | {description} | {host} | {credentials} |

{/components}

## Monitoring & Logging

**Monitoring Tools:** {monitoringTools}

**Logging Tools:** {loggingTools}

## Backup & Recovery

**Backup Strategy:** {backupStrategy}

**Restore Procedure:** {restoreProcedure}

## Access & Security

**Access Control Summary:**

{accessControlSummary}

**List of Authorized Users:**

{#authorizedUsers}

* **{name}** ({role}) - {accessLevel}

{/authorizedUsers}

## Issue Tracking & Support

**Support Contact:** {supportContact}

**Issue Tracker Tool:** {issueTrackerTool}

**Escalation Procedure:**

{escalationProcedure}

## Known Issues and Workarounds

{#knownIssues}

* {title}: {description} *(Workaround: {workaround})*

{/knownIssues}

## Pending Tasks or Follow-up Items

{#pendingTasks}

1. {taskDescription}

{/pendingTasks}

## Acceptance Acknowledgement

I, **{acceptorName}**, acknowledge the receipt of the above infrastructure and accept responsibility for the ongoing support and operations as of **{acceptanceDate}**.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** {acceptanceDate}