# Project Handover Document

**Purpose:** This document is intended to ensure a smooth and efficient transition of project responsibility by capturing essential project details, current status, outstanding items, and key contacts for the benefit of incoming teams or stakeholders.

## 1. Project Overview

* **Project Name:** {projectName}
* **Project Code/ID:** {projectCode}
* **Department:** {department}
* **Original Owner:** {owner}
* **New Owner/Team:** {newOwner}
* **Date of Handover:** {handoverDate}

## 2. Project Status Summary

* **Current Phase:** {currentPhase}
* **Overall Status:** {status}
* **Key Achievements So Far:**
* {#achievements}
	+ {achievement}
* {/achievements}
	+ **{title}:** {description}
* {/issues}

## 3. Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Description** | **Status** | **Due Date** |
| {#deliverables}{name} | {description} | {status} | {dueDate}{/deliverables} |

## 4. Key Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Phone** |
| {#contacts}{name} | {role} | {email} | {phone}{/contacts} |

## 5. Outstanding Tasks

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Assigned To** | **Status** | **Due Date** |
| {#tasks}{task} | {assignedTo} | {taskStatus} | {taskDueDate}{/tasks} |

## 6. Documentation & Resources

{#documents}

* {title}: *{link}*

{/documents}

## 7. Optional Notes

{#hasNotes}

{notes}

{/hasNotes}

{^hasNotes}

*No additional notes provided.*

{/hasNotes}

## 8. Sign-Off

* **Prepared By:** {preparedBy}
* **Reviewed By:** {reviewedBy}
* **Date:** {signOffDate}