

SAMPLE RESOURCE / PROJECT HANDOVER

Hand over a service people can operate.

A practical completion template for project evidence, release readiness and ongoing ownership.

Project / release reference

Environment

Handover owner

1. Deliverables and documentation

- ☐ Approved scope, requirements and acceptance criteria are referenced.
- ☐ Architecture, configuration and integration records are handed over.
- ☐ Source-code ownership and third-party components are documented.
- ☐ Operational runbooks, access roles and dependencies are available.
- ☐ Backup, recovery and monitoring responsibilities are assigned.
- ☐ Training or knowledge transfer evidence is referenced.

2. Test and acceptance evidence

Test / acceptance area	Evidence reference	Result / approver
Functional / workflow tests		
Integration / security checks		
User acceptance / business validation		

Record actual evidence and limitations. A demonstration alone does not establish complete acceptance of the delivered scope.

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Close the project. Keep ownership clear.

Release approval, support boundaries and residual work remain visible after deployment.

3. Release and operational readiness

- ☐ Deployment steps, change approval and rollback criteria are agreed.
- ☐ Support channels, contacts and escalation responsibilities are confirmed.
- ☐ Warranty, maintenance and future enhancement boundaries are recorded.
- ☐ Secure access handover is complete without exposing secrets in this file.

Release / change reference

Release approver

Go-live date

4. Remaining work and residual issues

Item / dependency	Owner	Target / acceptance

Customer acceptance

Delivery owner

Review date

Example wording: "Accepted with the listed follow-up items assigned to named owners." Record any conditions, support dependency or pending evidence before sign-off.

ILLUSTRATIVE TEMPLATE - NO CLIENT DATA