Project handover plan

Version <1.0>

[Note:The template below is for the purpose of project handover. The part(font=InFoBlue) is intended toprovide guidance to the auther, and is supposed to be deleted before publishing the document. The paragraphs in this font will be automatically modified into normal font(font=body Text)]

Release history

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Comment** | **Author** |
| <day/month/year> | <x.x> | <description> | <name> |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Index

1. Project background 4

1.1 Client 4

1.2 Purpose 4

1.3 Scope 4

1.4 Work role 4

2. Project description 4

2.1 Core work flow 4

2.2 Architecture 4

2.3 work item 4

3. Handover plan 4

3.1 Handover timeline 4

3.2 Handover method 4

4. Notice 4

4.1 Cooperation model 4

4.2 Frequently Asked Questions 4

5. Account information 5

5.1 Site 5

5.2 Source code 5

5.3 Resources 5

6. Template of work report 5

6.1 Daily work report 5

6.2 Weekly work report 5

Project handover plan

# Project background

[Describe the background of the whole project, including client information, purposeofthe project and project scope etc]

## 1.1 Client

[Briefly describe the basic information of the client and their company]

## 1.2 Purpose

[Briefly describe the purpose of this project or what issues the project intends to address]

## 1.3 Scope

[Briefly describe the project scope: related project and any other matters that are affected by this project]

## 1.4 Work role

[Briefly describe the part you undertake in this project as well the work scope and the relationships between yourself and others.]

# Project description

## 2.1 Core work flow

[Briefly describe the core work flow. Attach pictures if necessary]

## 2.2 Architecture

[Describe the project architecture, preferably in a diagram.]

## 2.3 work item

[Describe the current project progress, the part that is under development and anything worthy notice in the current stage]

# Handover plan

## 3.1 Handover timeline

[State the whole handover duration, the handover object, handover duration per day etc.]

## 3.2 Handover method

[Stage the method of how the project will be transferred, such as Q&A, or pair programming etc.]

# Notice

## 4.1 Cooperation model

[State the cooperation model of this project, and client’s particular requirements or habits.]

## 4.2 Frequently Asked Questions

[List the FAQ and the mistakes that new member will possibly make]

# Account information

## 5.1 Site

[The URL, account and password of related sites. Attach description if necessary]

## 5.2 Source code

[The URL, account and password of source code and databse. Attach description if necessary]

## 5.3 Resources

[Other related resources, including specifications, design graphic, coding standards and how to retrieve these resources]

# Template of work report

## 6.1 Daily work report

[Here attach a sample daily work report]

## 6.2 Weekly work report

[Here attach a sample daily work report]