**HANDOVER DOCUMENTATION SUMMARY**

HIGH LEVEL SUMMARY OF THE HANDOVER DOCUMENTATION

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| Purpose |
| This document provides a summary of where OzCasual Staff can find key documents to support with Start-up operations, shutdown operations, regular maintenance procedures and back up procedures. This document also identifies the high level documentation for training.  This document should be used as a guide to find the procedures in the supporting manuals produced for this project. |

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| Project/Task Background |

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| System | Process documentation location |
| Project Requirements Definitions | 1.1 - Project Requirements Definitions - v1.1 |
| List of project Stakeholders | 1.1 - Stakeholder Register - v1.0 |
| Team KPI’s | 1.3 - Key Performance Indicators - v1.3 |
| Project Charter | 1.5 - Project Charter - v1.2 |
| Project Scope Management | 1.2 - Project Scope - v1.0 |
| Project Quality Management | 1.5 - Quality Management Plan - v1.1 |
| Project Budget Management | 1.4 - Project Team, WBS, Budget, and Schedule v0.2 |
| Project Schedule Management | 1.4 - Project Team, WBS, Budget, and Schedule v0.2 |
| Project Risk Management | 1.5 - Risk Management Plan - v1.1 |
| Project Communications Management | 1.5 - Communication Plan - v1.0 |

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| Start Up / Shutdown Operations Documentation |

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| System | Process documentation location |
| Overall system Startup /shutdown | 2.6 - Operational & Support Processes Manual - v1.0 |

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| Network Structure Documentation |

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| System | Process documentation location |
| Overall migration documentation | 2.1 - Reconfigure Network Infrastructure - v1.0 |
| Record of all new / old equipment | 2.3 - Equipment Management Record - v1.0 |
| Network and program Configurations | 2.2 - Configuration Management Record - v1.0 |

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| Backup Procedure Documentation |

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| System | Process location |
| OneDrive Backup | 2.3 - OneDrive Backup & Restoration |

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| Technical Documentation |

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| System | Process location |
| Installation and technical information | 2.4 - Technical Manual - pfSense - Windows - v1.0 |
| Installation and technical information | 2.4 - Technical Manual - Snort - Linux - v1.0 |
| Installation and technical information | 2.4 - Technical Manual - Snort - Windows - v1.0 |
| Installation and technical information | 2.4 - Technical Manual - Sophos Antivirus - Windows - v1.0 |
| Installation and technical information | 2.4 - Technical Manual - Sophos Firewall - Linux - v1.0 |
| Installation and technical information | 2.4 - Technical Manual - Sophos Intercept X Antivirus - Windows - v1.0 |
| Installation and technical information | 2.4 - Technical Manual - Splunk - Linux- v1.0 |
| Installation and technical information | 2.4 - Technical Manual - Splunk - Windows - v1.0 |
| Installation and technical information | 2.4 - Technical Manual - Wireshark - Linux - v1.0 |
| Installation and technical information | 2.4 - Technical Manual - Wireshark - Windows - v1.0 |

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| Testing Documentation |

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| System | Process location |
| Program test results | 2.4 - Equipment Test Plan - pfSense Win - v1.0 |
| Program test results | 2.4 - Equipment Test Plan - Snort Linux - v1.0 |
| Program test results | 2.4 - Equipment Test Plan - Snort Windows - v1.0 |
| Program test results | 2.4 - Equipment Test Plan - Sophos AV Windows - v1.0 |
| Program test results | 2.4 - Equipment Test Plan - Sophos Intercept X Linux - v1.0 |
| Program test results | 2.4 - Equipment Test Plan - Sophos Linux - v2.0 |
| Program test results | 2.4 - Equipment Test Plan - Splunk Linux - v2.0 |
| Program test results | 2.4 - Equipment Test Plan - Splunk Windows - v1.0 |
| Program test results | 2.4 - Equipment Test Plan - Wireshark Linux - v1.0 |
| Program test results | 2.4 - Equipment Test Plan - Wireshark Windows - v1.0 |
| Test of overall program installation | 2.4 - Equipment Test Plan - Summary - v1.0 |
| Penetration Test Results | 3.3 - Red \_ Blue Team Testing - v1.0 |

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| Training Documentation |

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| System | Process location |
| Setup of the MFA system | 2.1 - MFA Setup and Integration - v1.0 |
| Employee information document | 3.1 - OzCasual Training - Manual- v1.0 |
| Incident response runbook | 3.3 - Incident Response Runbook - DDoS - v1.0 |
| Incident response runbook | 3.3 - Incident Response Runbook - Phishing - v1.0 |
| Incident response runbook | 3.3 - Incident Response Runbook - Ransomware - v1.0 |
| Review of the project performance | 3.2 - Project Performance Report - v1.1 |

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| **Project Documentation Handover** |

The project team has completed all project documentation, including comprehensive reports, documentation outlining cloud infrastructure security, implemented security controls and measures, migration documentation, testing reports, incident response plans, and security awareness training materials

The project documentation has been reviewed, validated, and is ready for formal handover.

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| **Sponsor Sign-Off:** |
| We kindly request the sponsor to formally sign off on the handover of all project documentation.  By signing below, the sponsor acknowledges receipt of the completed project documentation and confirms that it meets the project objectives and requirements.   |  |  |  | | --- | --- | --- | |  |  |  | | Project Manager Signature |  | Sponsor Or Originator Signature | |  |  |  | | Project Manager Name |  | Sponsor Or Originator Name | |  |  |  | | Date |  | Date | |

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| **Handover Process** |

Once the sponsor signs off on the documentation, it will be securely handed over to the designated representative of OzCazual for their reference and future use.

The handover will be conducted in accordance with the agreed-upon procedures to ensure the confidentiality and integrity of the project documentation.