PROJECT KT & HANDOVER DOCUMENT

1. SYSTEM OVERVIEW

System Name
(Example: Payments Platform, CI/CD Infrastructure, Core Backend Services)

System in 5 Lines

What does this system do (non-technical)?
Who uses it? ☐ B2B ☐ B2C ☐ Internal
When is it most critical? (time, events, business hours)
Business / revenue / compliance impact if down?
One-line worst-case failure scenario.

Business Purpose

What problem does this system solve?
Why does the business depend on it?

Business Criticality

☐ High   ☐ Medium   ☐ Low

Impact if System is Down

What breaks?
Who is affected?

Environments

☐ Prod   ☐ Staging   ☐ QA   ☐ Dev   ☐ Other: _____

Which environments DevOps owns vs supports?

Key Technologies

Cloud, tools, platforms (AWS, Kubernetes, Terraform, Jenkins, etc.)

Architecture Reference

🔗 **Link to detailed architecture documentation (do not duplicate here)**

Last Updated: _____

Verified by Incoming Owner: ☐ Yes ☐ No

Plain-English Notes

Anything a new owner should know before touching this system
(tribal knowledge, shortcuts, sharp edges, history)

2. DAY-1 SURVIVAL CHECKLIST

Goal: Prevent accidental damage during the first few days.

Required Access & Tools:

Item	Required	Location / Link	Safe on Day-1	Notes
Cloud Console	☐		☐ Yes ☐ No	
Git Repository	☐		☐ Yes ☐ No	
CI/CD Tool	☐		☐ Yes ☐ No	
Monitoring	☐		☐ Yes ☐ No	
Secrets Location	☐		☐ No Mention location only	

First Safe Actions
List actions safe for a new owner
(Read-only checks, dry-runs, pipeline view, dashboard review)

Actions NOT to Perform Initially
Explicitly list what must not be touched in the first few days.

3. DEPLOYMENT & ROLLBACK

Normal Deployment Process

(Describe exact steps in order, not theory.)

Steps	Action	Tool/Command	Expected Result
1			
2			
3			

Repo Link:

Pipeline Link:

Trigger Type: ☐ Manual ☐ Auto

Deployment Window:

Pre-deployment Checks:

Post-deployment Validation:

Rollback Procedure

What to do if something goes wrong

Scenario	RollBack Action	Risk Level
		High / Medium / Low

Rollback Trigger:
Who approves rollback?
Expected rollback time?

Note: If rollback is unclear, KT is incomplete

4. COMMON FAILURES & FIXES

Issue/Symptom	Likely Cause	How to fix	Frequency	KEDB / Ticket Link
			High / Medium / Low	

KNOWN BAD DAYS / WINDOWS

- **High-traffic periods:**

- **Month-end / EOD / Audit windows:**

- **Times when deployments must be avoided:**

5. DANGER ZONES (DO NOT TOUCH)

Area/Action	Why Dangerous	Approval Required	Emergency Only
			☐ Yes ☐ No

If unsure — DO NOT PROCEED. Escalate.

6. OWNERSHIP & ESCALATION

Component / Area	Owner / Team	When to Contact	Escalation Channel

FIRST 30-DAY OWNERSHIP PLAN

- **Week 1: Observe, shadow, read-only**

- **Week 2: Non-prod changes**

- **Week 3: Prod deployment with supervision**

- **Week 4: Independent ownership**

7. REFERENCE DOCUMENTS (DO NOT DUPLICATE)

Link existing SOPs, setup guides, runbooks here.

- 🔗 **Environment Setup Guide**

- 🔗 **Deployment SOP**

- 🔗 **Incident Runbook**

- 🔗 **Architecture Deep Dive**

This document guides usage of these docs — it does not replace them.

8. OPEN RESPONSIBILITIES & TRANSITION PLAN
Purpose: Ensure continuity of critical work without overloading the incoming owner.

Rules

- **Only existing, in-progress, or recurring tasks allowed**

- **No new initiatives or future roadmap items**

- **Each task must have context, priority, and approval**

- **Incoming owner can accept / defer / reject**

Open Tasks / Responsibilities

Task / Responsibility	Type	Current status	Business Impact	Knowledge transfer done	Reconmmendation	Incoming Owner Desicion
	☐ Ops ☐ Project ☐ Automation ☐ Compliance	☐ Not Started ☐ In Progress ☐ Blocked	High / Medium / Low	☐ Yes ☐ Partial ☐ No	Continue / Pause / Escalate	Accept / Defer / Reject

Critical Recurring Responsibilities

(Things that happen weekly / monthly / event-driven)

Activity	Frequency	Tigger	Owner Before	Owner After

HANDOVER COMPLETION CHECK

☐ Replacement can deploy safely
☐ Replacement understands rollback
☐ Replacement knows danger zones
☐ Escalation paths are clear
☐ Architecture verified by new owner

KT Status: ☐ Complete   ☐ Needs Follow-up

Sign-off

Outgoing Owner: _____
 Incoming Owner: _____
 Date: _____