**Project/Managed service Name: Project/Managed service ID:**

**Sponsor: BGSW - First Level Management / BGSV – EM/CL/Mgr:**

**Change of Role: PM/TM/EPQ**

**Hand over from: Hand over to:**

**Project Manager (PM/DM)**

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| **SL #** | Description | **Version No, if applicable** | **Yes/No/NA** | Remarks |
| 1 | Have pending Project/Managed service in initiation phase been explained? |  |  |  |
| 2 | Has the Project/Managed service Proposal /Contract and amendments to the contract been handed over? |  |  |  |
| 3 | Has the Project/Managed service Plan been explained and handed over? |  |  |  |
| 4 | Has the Project/Managed service schedule been handed over and ownership of all PRIME schedule files of the Project/Managed service transferred? |  |  |  |
| 5 | Has the life cycle chosen for the Project/Managed service, engineering processes and the tailoring (including waivers and alternate practices) aspects explained? |  |  |  |
| 6 | Has the Estimation details been explained and handed over? |  |  |  |
| 7 | Has the Project/Managed service cost data been explained? |  |  |  |
| 8 | Has the Risk Plan been handed over? |  |  |  |
| 9 | Has the Project/Managed service specific Training Plan been updated and handed over? |  |  |  |
| 10 | Has the CAR reports and Preventive action log been handed over? |  |  |  |
| 11 | Is access to Waivers ensured? |  |  |  |
| 12 | Has the Project/Managed service metrics related information (goal setting/online tracking documents, PSRs and metrics data been handed over? |  |  |  |
| 13 | Has the Master list of documents been handed over? |  |  |  |
| 14 | Has the Learning Meeting findings (Lessons Learned, Best Practices, Risks encountered) been explained? |  |  |  |
| 15 | Any Open issues (Project/Managed service OPL) from technical and managerial reviews (Joint reviews and Sr. Mgmt reviews) been communicated and OPL document been handed over? |  |  |  |
| 16 | Has the Project/Managed service been audited and are there any open actions pending out of the audits been explained? |  |  |  |
| 17 | Has change request handling procedure been explained? |  |  |  |
| 18 | Has the delivery process been explained? |  |  |  |
| 19 | Has the Project/Managed service related communication (mails) and customer feedback been explained and handed over? |  |  |  |
| 20 | Has any technical conflicts and issues in the Project/Managed service been explained? |  |  |  |
| 21 | Others (If any additional questions are felt relevant can be added) |  |  |  |
| 22 | Has the status of milestone review been explained? |  |  |  |
| 23 | Have the log for customer supplied items specific to Project/Managed service been handed over? |  |  |  |
| 24 | Are the data taken from process database (past data on metrics, risks etc) been explained? |  |  |  |
| 25 | Have the customer supplied items handed over? |  |  |  |
| 26 | Have the technical documents like Requirements Specs, Design, Source code, Test Specs been handed over |  |  |  |
| 27 | Has the CRH log been handed over? |  |  |  |
| 28 | Has the process database been updated with the latest information? |  |  |  |
| 29 | Has the usage of Process database (for past records of metrics, risks etc) is explained? |  |  |  |
| 30 | Have the review records and the test reports been handed over? |  |  |  |
| 31 | Others (If any additional questions are felt relevant can be added) |  |  |  |
| 32 | Has activities related to delivery process been explained? |  |  |  |
| 33 | Has the review and testing process and test plan preparation been explained? |  |  |  |
| 34 | Has the activities related to installation been explained? |  |  |  |

**Project/Managed service Quality Analyst (EPQ)**

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| --- | --- | --- | --- | --- |
| **SL #** | Description | **Version No, if applicable** | **Yes/No/NA** | Remarks |
| 1 | Does the in-coming EPQ satisfy the criteria for taking over as EPQ. |  |  |  |
| 2 | Is the process of PI, PQSR, DQV (PRISM and PRIME) and PI reporting in PQSR tool as part of ProjIS explained? |  |  |  |
| 3 | Has the status of the Project/Managed service Plan review been explained? |  |  |  |
| 4 | Has the tailoring aspects and the waivers taken been explained? |  |  |  |
| 5 | Has the Process Implementation sheet been updated? |  |  |  |
| 6 | Has the status of Process deviations as per the PQSR been explained and is it ensured that status of all the closed deviations is updated in the tool? |  |  |  |
| 7 | Has the status of the following been explained?   * work product audits * learning audits * configuration audits * activity observations * PDC * DQV (PRISM and PRIME)   (Mention the due dates for each of the above activities) |  |  |  |
| 8 | Has the status of   * Pre delivery check and * Post Project/Managed service Evaluation explained? |  |  |  |
| 9 | Are the different EPQ reports (including “Yearly report”) available under PQSR module explained? |  |  |  |
| 10 | Others (If any additional questions are felt relevant can be added) |  |  |  |

**Team Member (TM)**

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| --- | --- | --- | --- |
| **SL #** | **Description** | **Y/N/NA** | **Remarks** |
| 1 | Is the overall System concept (basic understanding of the module functionality) been explained? |  |  |
| 2 | Has an overview of the assigned tasks in the Project/Managed service (main activities, customer, Project/Managed service team) been given and are the assigned tasks been handed over? |  |  |
| 3 | Has the location of the Project/Managed service folder/folder structure and the available documents been explained? |  |  |
| 4 | Are the activities followed in the different Engineering phases in the Project/Managed service been explained? |  |  |
| 5 | Has the requirements (requirements specification document) been explained? |  |  |
| 6 | Has the Project/Managed service Configuration Management practices (labeling convention, version numbering, change management and Naming conventions followed) been explained? |  |  |
| 7 | Are the tools used during engineering phases of the Project/Managed service been explained? |  |  |
| 8 | Is the mode of receiving customer requirements and other Project/Managed service/ task related documents from customer been explained? |  |  |
| 9 | If the team member does the initial estimation, is the Estimation method followed in the Project/Managed service been explained? |  |  |
| 10 | Has the design concepts been explained? |  |  |
| 11 | Has the coding standards been explained? |  |  |
| 12 | Has the build process been explained? |  |  |
| 13 | Has the usage of the test equipments/ test tools/ test scripts and lab set up been explained? |  |  |
| 14 | Are the following explained   * list of deliverables * release activities followed in the Project/Managed service |  |  |
| 15 | Are the Project/Managed service specific documents (checklists, guidelines etc.) explained? |  |  |
| 16 | Are all the practices specific to Project/Managed service explained?  (Example: usage of review ID for logging the issues in the PRISM, maintenance of OPL, effort logging for assigned tasks) |  |  |

**Common (Applicable to all roles)**

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| **SL #** | Description | **Version No, if applicable** | **Yes/No/NA** | Remarks |
| 1 | Has the Process Implementation summary been explained? |  |  |  |
| 2 | Has SAP database been updated to reflect the changes in roles?  This is required to access DART, PRED, leaves and attendance and skill set etc. |  |  |  |
| 3 | Has Gr.M updated the change in name for PM role in PROMISE? Has the PM updated the change in name APM/EPQ in PROMISE? |  |  |  |
| 4 | Has the changes to Project/Managed service plan and Project/Managed service Schedule been updated? |  |  |  |
| 5 | Have the changes to Access rights for the Specific Directory Structure, tools required for the work been done for the takeover role and removed for the handover role? |  |  |  |
| 6 | Has the customer been informed about the change of PM/APM |  |  |  |
| 7 | Others (If any additional questions are felt relevant can be added) |  |  |  |
| 8 | Has the new PM/APM/TM/EPQ been added in the relevant mailing lists in Outlook? |  |  |  |
| 9 | Have the Project/Managed service related technical information been explained? |  |  |  |

**Hand over From: Hand over to:**

**(Signature) (Signature)**

**Date:**

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| --- | --- | --- | --- | --- |
| **Reviewed By:** | | | | |
| **Name** |  | **Org Unit** |  | **Signature** |
| **Date** |  |

**Note: Signature of the reviewer to be ensured on all Hard-copy format of the document. For all soft-copy formats, the relevant details shall be filled and stored under Configuration Management.**