Project Handover Document

Project Name: ABC Website Development

# Project Scope

* The project aims to design and develop a new website for ABC, a company that sells online courses on various topics.
* The website should have the following features: a homepage, a course catalog, a course detail page, a shopping cart, a checkout process, a user account page, a user dashboard, a contact page, and a blog.
* The website should be responsive, user-friendly, secure, and SEO-optimized.
* The project budget is $50,000 and the project duration is six months, from January 1, 2024 to June 30, 2024.

# Key Milestones and Deliverables

* The project is divided into four phases: planning, design, development, and testing.
* The planning phase involves defining the project scope, requirements, timeline, and resources. The deliverable for this phase is a project plan document. The deadline for this phase was January 31, 2024 and we delivered early on January 15, 2024.
* The design phase involves creating the wireframes, mockups, and prototypes of the website. The deliverable for this phase is a design document. The deadline for this phase was February 28, 2024, due to multiple client changes to the design this phase was completed on May 1, 2024.
* The development phase involves coding, integrating, and deploying the website. The deliverable for this phase is a functional website. The deadline for this phase was May 31, 2024. This phase is in progress and the work is approx. 50% complete.
* The testing phase involves conducting usability, performance, security, and quality assurance tests on the website. The deliverable for this phase is a test report. The deadline for this phase was June 30, 2024. We have not discussed revised dates with the client.

# Key Project Team Members and Roles

* The project team consists of the following members:
* Project Manager: You (the new project manager). You are responsible for overseeing the project, managing the budget, timeline, and resources, communicating with the client and the stakeholders, and resolving any issues or risks that may arise.
* Project Coordinator: Jane Smith. She is responsible for assisting you with the project management tasks, such as scheduling meetings, updating the project status, and documenting the project progress.
* Lead Designer: John Doe. He is responsible for leading the design team, creating the wireframes, mockups, and prototypes of the website, and ensuring that the design meets the client's expectations and the user's needs.
* Lead Developer: Mary Jones. She is responsible for leading the development team, coding, integrating, and deploying the website, and ensuring that the website is functional, secure, and SEO-optimized.
* Lead Tester: Tom Lee. He is responsible for leading the testing team, conducting usability, performance, security, and quality assurance tests on the website, and ensuring that the website is bug-free and ready for launch.

# Other Relevant Details

* The client's contact person is Bob Green, the CEO of ABC. He can be reached at bob@abc.com or +44 1234 5678.
* The project stakeholders include the ABC's board of directors, the ABC's marketing team, and the ABC's customers.
* The project communication tools include email, phone, Zoom, Slack, and Google Drive.
* The project documentation is stored in Google Drive, and the project code is stored in GitHub.
* The project risks include potential delays, scope creep, technical issues, and customer feedback.
* The project contingency plan includes allocating extra time, budget, and resources, prioritizing the critical features, and communicating with the client and the stakeholders regularly.