Handoff Documentation

Notify your sponsor that your project will be handed off to them with the expectation that they will continue working on the project.

- Sponsor was told in meeting that we will be beginning to hand off project into next week. We will be doing a training session this Thursday for how they will be able to keep the project going in the future.
    - Training will include:
        - How to add a new senior center.
        - How to add the data manually.
        - Making sure new years are reflected in the visualizations.

Identify a new project owner [someone not on your team] from your sponsor's organization.

- Carlos Pulido.

Post a notice on your project landing page about the project being continued; and that it will have a new project owner / point of contact; and how to get in contact with them. Make it clear on your landing page your team isn't working on the project anymore.

- Added new information to the landing page to ensure it is known we are no longer working on the project.
- "Currently, our project timeline has finished and we have handed off the maintenance to our sponsor, the City of Seattle. You can view the current status of our project here"

Notify any users you collected data from that their data will be persisted; then give them an option to delete their data.

-      No data collected from users. All data used in the dashboard are from anonymous surveys given to us by the ADS

Transfer cloud infrastructure [app code, APIs, external integrations] ownership to your sponsor / new project owner. If your sponsor doesn't identify someone in their organization to assume ownership of cloud infrastructure then proceed with a shutdown of all cloud infrastructure.

-      Google sheets link was transferred from our account to theirs.

Transfer code repository ownership to your sponsor / new project owner. If your sponsor doesn't identify someone in their organization to assume ownership of the code repository then convert the code repository to a public repository [if it's a private repository].

a.   In progress of determining who to hand our repo off to..