README.md 2025-08-08

**WordPress Transfer Workflows**



**This repositor y provides a comprehensive suite of docum ents to facilitate a smooth and secure WordPress projec t handoff.**



**The docs are designed for use at var ied stages of the process, from initial due diligence to final ownership tr ansfer.**

**Transfer Ownership Document**

**There are three core docs in this suite, each ser ves a distinc t pur pose; providing utility in specific staged scenar ios.**



**Below outlines the recomm ended usage for each docum ent, their ideal use-cases, br ief intent summ ar ies, and file links.**

**Compare Documents Datatable**

**This datatable summ ar izes the three core docs, outlining pur pose, usage, responsibility, and doc source location routes.**



**Each docum ent targets a specific phase of the WordPress ownership tr ansfer wor kflow process.**

**Broken into three stages.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Docs** | **Purpose** | **Intent** | **Use Cases** | | |  |
|  |  |  |  |  |  |  |
|  | **In-depth technical** | **Equip developers** |  |  |  |  |
|  |  |  | **Use** |  | **for** |  |
|  |  |  | **dur ing the initial review** |  |
| **detailedinfo** | **and oper ational** | **w/comprehensive tr ansfer** |  |  |  |  |
|  |  |  | **a deep technical audit.** | | |  |
|  | **guide.** | **guardr ails.** |  |  |  |  |
|  |  |  |  |  |  |  |

**Detailed reviewable**

**Tr ack and complete ever y**

**taskprogress** **handoff task**

**required handoff task.**

**indexes.**



**Use throughout the handoff to ensure tasks are not skipped.**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Complete handoff** | **Use** | **dur ing final handoff** | **to** |
|  |  | **Ensure all steps/tasks are** | | |
| **finalreviews** | **tasks review** | **confir m ever y task is** | | |
|  |  | **finalized & ver ified.** | | |
|  | **checklist.** | **completed.** | | |

**Comprehensive Detailed Info**

* **summ ar y of each comprehensive docs, including detailed descr iptions, intended use-cases, and ideal use-case scenar ios.**



Introduction,

**Each doc is designed to address specific aspec ts for a phased tr ansfer process:**

Execution, Completion

**.**

1. **Detailed Info**

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**PURPOSE: This is a comprehensive, developer-focused guide that provides a deep dive into the**

**technical and oper ational aspec ts of a WordPress projec t. It is designed to be a single source of truth for the incom ing developm ent team .**



**INTENDS: To provide a detailed, ac tionable guide for developers, cover ing ever ything from high-level str ategy to gr anular technical details. It includes pr ac tical templates and checklists to ensure a**

**thorough and secure handoff.**



**USECASE: Once you have a high-level understanding of the projec t, use this guide for a deep dive into the technical and oper ational details. This docum ent is essential for the incom ing developm ent team to fully understand the projec t's architec ture and wor kflows.**

1. **Task Progress**



**PURPOSE: This docum ent is a high-level, indexed questionnaire that ser ves as a due diligence protocol. It is designed to be used at the beginning of the handoff process to assess the projec t's health and identify potential r isks.**



**INTENDS: To provide a struc tured set of questions that enable the incom ing owner or team to**

**proac tively identify, assess, and m itigate the myr iad r isks inherent in the tr ansition process.**



**USECASE: Star t with this docum ent. It's a high-level questionnaire that will help you assess the**

**over all state of the projec t and identify potential r isks early in the process. This is the ideal docum ent for initial due diligence.**

1. **Final Reviews**



**PURPOSE: This docum ent is a comprehensive checklist that covers all the essential steps of a**

**WordPress projec t handoff. It is designed to be used as a pr ac tical tool dur ing the handoff process to ensure that no steps are m issed.**



**INTENDS: To provide a struc tured fr am ewor k that guides the handoff process, ensur ing that all cr itical tasks are completed and nothing is overlooked.**



**USECASE: Use this checklist throughout the handoff process to tr ack progress, confir m task completion, and facilitate communication between teams.**

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