

**Deakin University**

Project Title

Project Handover

Date

Project Sponsor

Company/Department, Name

Project Team

Team #

Name, Student ID

Name, Student ID

Name, Student ID

Name, Student ID

Name, Student ID

Name, Student ID

Name, Student ID

Document Version n.n

# Purpose

This document defines the transfer of all relevant information and artefacts produced during the course of SIT782. With this document, a new member should be able to identify all key aspects and artefacts of the project and have access to key systems or configurations.

# Project Description

Please provide a detailed description of what is the project is about and aims of the project. You can refer to the project proposal here.

# Artefacts List

This table should clearly identify each artefact to be part of the handover. This includes but is not limited to:

* Source Code
* Executables
* Server Access Credentials/Methods
* Assets
* Configuration Files

|  |  |  |  |
| --- | --- | --- | --- |
| **Artefact Name** | **Artefact Type** | **Revision Number** | **Notes** |
| Main executable | executable | 2017-03-12 (V3) | Can only run on x86 systems. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Business Features

Provide a detailed list of features which are implemented. Ensure you indicate if a feature has been approved by the client or not, which sprint a feature is part of, features which are still in progress. Refer to your Trello board here. Add a snapshot of your Trello board in the handover delivery package.

|  |  |  |  |
| --- | --- | --- | --- |
| **Feature** | **Client Sign-Off State** | **State** | **Notes** |
| Authentication | Signed off 2017-03-07 | Final | SSO Authentication not completed in this scope. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Planned Work

Please provide a list of features (user stories) that are planned to be implemented in the next phase given client feedback.

Please refer to project Trello board here.

|  |  |  |  |
| --- | --- | --- | --- |
| **Planned Feature** | **State** | **Sprint** | **Notes** |
| SSO Authentication | In Progress 2 | 3 | SSO Authentication not completed in this scope. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Open Issues

Provide a list of any ongoing and open issues or challenges, and how you plan on addressing each challenge in the following sprint.

* Development team to not have access to testing server, therefore we cannot test new versions of the codebase – we will contact client ASAP to request access.

# Lessons Learned

Please provide a detailed list of lessons learned from the project, make sure that it is readable by your client and colleagues who might join the project in phase 2. You can refer to reflection reports from sprint 1 and sprint 2 here.

# High-level architecture of the product

* Depending on the project: Please provide some sort of a high-level architecture of your project highlighting the key components of the project and how they integrate/talk to each other.
* Please provide any necessary deployment details.
* Please provide detailed set up instructions for the development and/or testing environment(s) – I.e tools/IDEs/scripts/ etc.

# User Manual

Please provide detailed instructions on how end user can use your system. **The user manual should align with what is agreed with the client.**

# Other Documents

Please include any appendices or other relevant documents not covered in the above sections, for all artefacts delivered during the course of the project.

# Sign-off

We <team members>, have included all relevant material which is agreed to be included in this handover. If an artefact is not included, it is stipulated in the Planned Work section, or artefacts list.

Date:

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Signed

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