# Offboarding

Hey, one last favor before you go. Please go through the checklist below.

**Project Title:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Task Item** | **Done?** | **Date** | **Comments / Remarks** |
| 1 | Hosting Environment   * Websparks Staging (SIT) * Client Staging * Client Production * Demonstration to setup locally / SIT server * Documentation of setup locally / SIT server * Others: |  |  |  |
| 2 | Project Repository   * Repository Location / TFS Link * Access Permission * Branching Methodology * General Practice among the team * Installation Guide * CICD Documentation * CICD Demonstration * Others: |  |  |  |
| 3 | Source Code & Functionality   * Technology Stack * Technical Design Documentation * Public API * User roles and permissions * Scheduling Task * Batch Jobs * Reusable Function * Common Setup * Others: |  |  |  |
| 4 | Practice & Process   * Deployment process for staging * Deployment process for production * Deal with Bug / Hot fixes * New features implementation * Project versioning * Others: |  |  |  |
| 5 | Known Defects & Common Issue   * Current Status * Documentation / Blog post |  |  |  |
| 6 | Past Incidents and Problem Records   * Current Status * Documentation / Blog post |  |  |  |
| 7 | Database   * Setup & Setting * Backup & Restoration * Demonstration * Documentation * Deal with Production Data * Development Database (SIT Db) * Developer Database (Local Db) * Others: |  |  |  |
| 8 | Others   * Expected growth of file system / database / message queues * Product Licensing Process * Hosting Infrastructure & Network * Technical / Functional Specs Document * Others |  |  |  |

|  |  |
| --- | --- |
| **Hand over by** | **Taken over by** |
| **Name & Signature**  **Date** | **Name & Signature**  **Date** |

We are saddened to see you go but understand your decision to leave with some of our flavors being discontinued. We remember your contributions and fully appreciate you being part of the .NET team! **See you when I see you!**