

**项目移交模板**

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文档概览Document Overview

文档目标Purpose

*<本章节应该描述本文档的目的。>*

*<This section should express the purpose of the document.>*

适用范围Scope

*<本章节应该定义文档的适用范围。>*

*<This section should contain the scope of the document.>*

目标读者Intended Audience

*<本章节应该定义本文档的目标用户的清单。>*

*<This section should contain the list of intended users of this document.>*

缩写和定义Acronyms and Definitions

|  |  |
| --- | --- |
| 缩写/术语Acronym/Term | 定义  Definition |
|  |  |
|  |  |

*<本章节应概要描述缩写/术语的定义。>*

*<This section should define the acronyms and definitions in sorted manner>*

概述Introduction

描述Description

*<此章节须概要描述哪个小组/团队被移交给谁和谁来接管。>*

*<This section shall provide an overall description of the group / team that is being handed over by the current owner and taken over by the new owner>*

目标读者Intended Audience

*<本章节应定义本文档的目标用户清单。（如，本文档主要供项目移交人，项目接管人，项目经理或者审计人员参考借鉴。>*

*<This section shall contain the list of intended users of this document. (Like this document is primarily for the reference of person who is handing over, person who is taking over, Project Managers, Auditors) >*

移交详情Handover Details

*<本章节应包括下表的中的移交详情>*

*<This section shall contain the handover details in the below table>*

|  |  |
| --- | --- |
| **详情**  **Details** | **备注**  **Remarks** |
| 移交开始日期：  Handover Start Date: |  |
| 移交结束日期：  Handover End Date: |  |
| 移交持续时间（小时或天数）：Duration in hours or days: |  |
| 当前项目负责人名字、联系号码、电邮地址、汇报人：  Current Owner Name, Contact No, Email Id, Reporting To: |  |
| 项目接收人的名字，联系号码，电邮地址：  New Owner Name, Contact No, Email Id: |  |

移交软拷贝文档Handover Softcopy Documents

*<本章节应该列出正在移交的全部软拷贝文档>*

*<This section shall list all the softcopy files being handed over>*

|  |  |  |
| --- | --- | --- |
| 服务器/工作机/系统Server/WorkStation/System | 路径/文件夹Directory/Files | 内容/备注Contents/Remarks |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

移交硬拷贝文档Handover Hardcopy Documents

*<本章节应该列出正在移交的全部硬拷贝文档>*

*<This section shall list all the hardcopy files being handed over>*

|  |  |  |
| --- | --- | --- |
| 文件（夹）名称  File Name | 内容  Contents | 备注  Remarks |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

移交用户ID和密码Handover User ID and passwords

*<本章节列举正在移交的全部用户ID和密码>*

*<This section shall list all the User ID and passwords being handed over>*

|  |  |  |  |
| --- | --- | --- | --- |
| 系统  System | 用户ID  User ID | 密码  Password | 备注  Remarks |
| *工作机Workstation* |  |  |  |
| *T-Rex* |  |  |  |
| *Bugzilla* |  |  |  |
| *其他（如果有）*  *Others if any* |  |  |  |

当前正在进行的工作Current Work In Progress

*<本章节应列出所有正在开展的活动，需要由新懂得接收人接管。同时还应该包括已预见的关注点和风险。>*

*<This section shall list all the ongoing activities and tasks pertaining to the group that need to be taken over by the new owner. It shall also include the concerns and risks that he / she envisages.>*

|  |  |  |  |
| --- | --- | --- | --- |
| 筹备人Prepared By | 接收人  Hand Over to | 日期和时间  Date and Time | 批准人Approved By |
| *<移交人的姓名>*  *<Hand over resource name>* | *<接管人的姓名>*  *<Take over resource name>* |  | *<工作汇报对象（经理）的姓名>*  *<Reporting to manager name and designation>* |
|  |  |  |  |

文档控制

Document Control

|  |  |  |  |
| --- | --- | --- | --- |
| 标题  Title | 项目移交模板 | | |
| 标识符  ID | TMP\_模板 | | |
| 版本号  Version No. |  | 有效日期  Effective Date | 2010-08-02 |

文档修订历史

Document History

<本表格含有对本模板文档所做的修订历史。>

<This table contains a history of the revisions made to this template document.>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 版本号Version No. | 修订日期  Date | 变更理由  Reason for change | 修订人Author | 评审人Reviewed by | 批准人Approved by |
| 1.0 |  | 创建  Initial draft | CoE-PPM | Vivek Kulkarni |  |
|  |  |  |  |  |  |

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