



# HANDOVER PROCESS DIAGRAM

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Workflow Automation Delivery Framework

ENTERPRISE EDITION

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# Handover Process Diagram

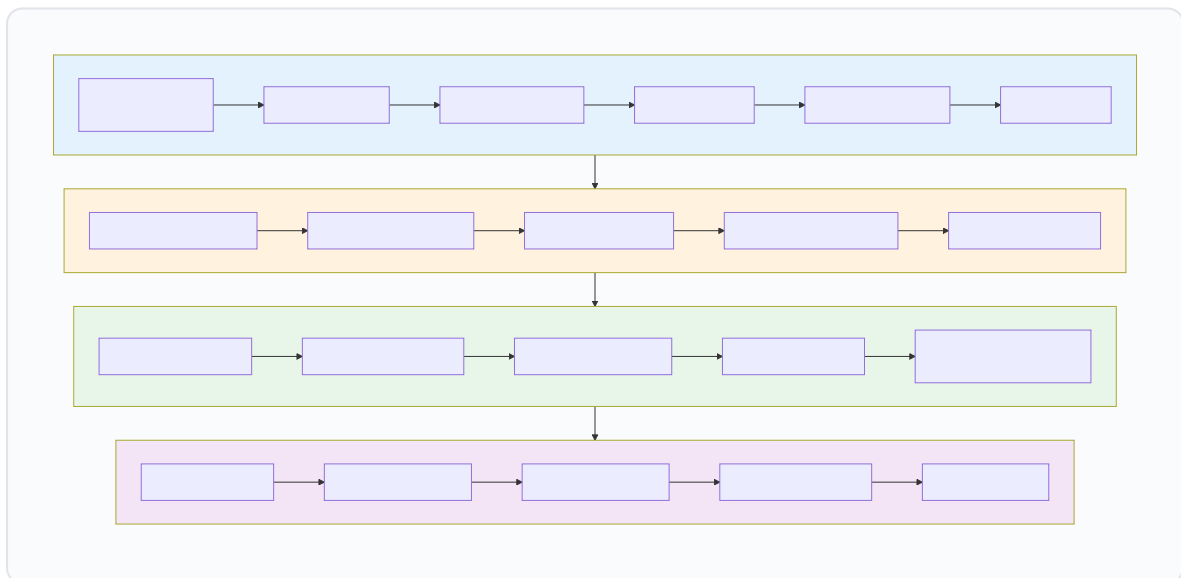
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## Professional Workflow Delivery & Transfer

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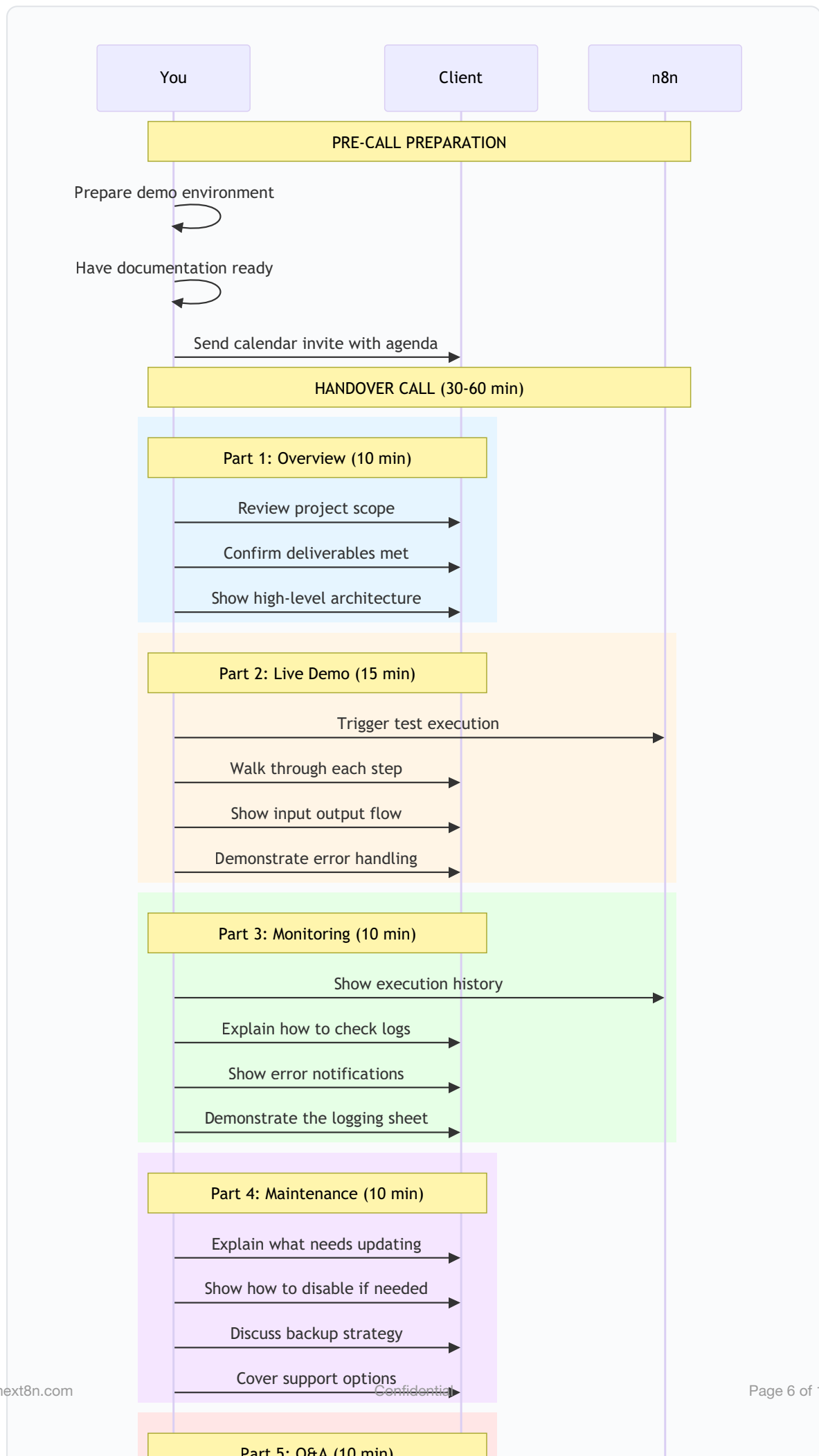
### Complete Handover Flow

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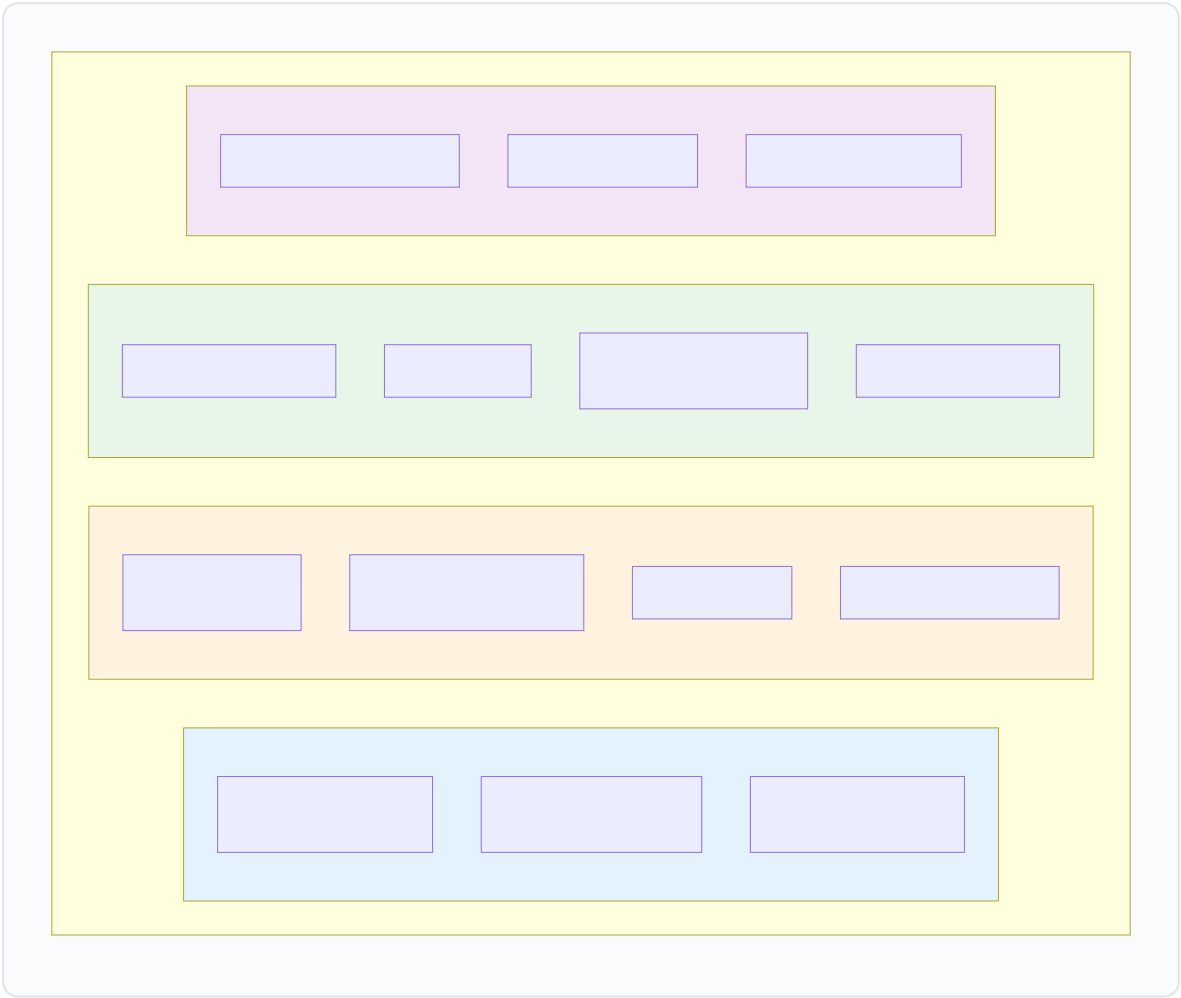


## Handover Call Flow

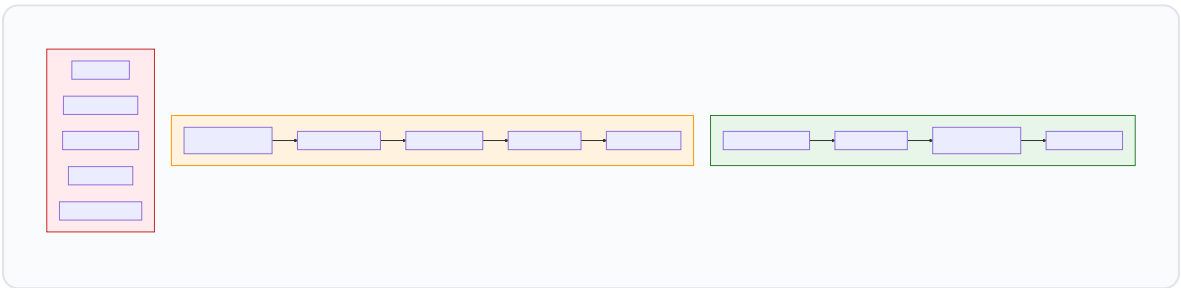
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## Documentation Package Contents



## Credential Transfer Security



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## Environment Transition

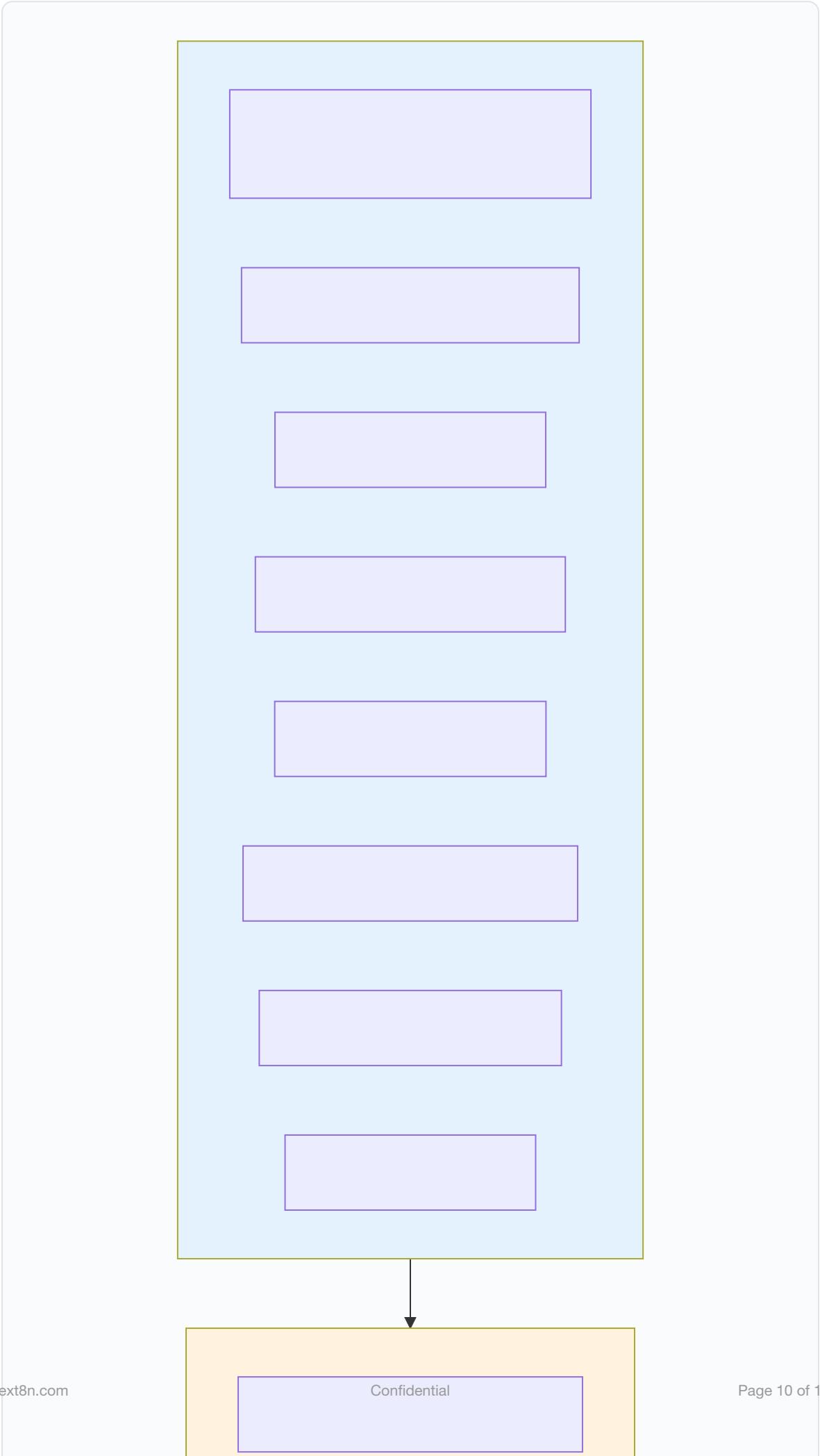
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## Handover Checklist Visualization

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## Acceptance Criteria Flow

### Flowchart Diagram

```
graph TD
    subgraph TB
        subgraph REVIEW ["Review Against Scope"]
            R1["Check each deliverable"]
            R2["Verify success criteria"]
            R3["Confirm integrations work"]
            R4["Validate outputs"]
        end

        subgraph DECISION ["All Criteria Met?"]
            direction TB
            D1["Yes"] --> ACCEPTED
            D2["No"] --> NOT_ACCEPTED
        end

        subgraph ACCEPTED ["ACCEPTED"]
            A1["Client signs off"]
            A2["Final invoice sent"]
            A3["Project closes"]
        end

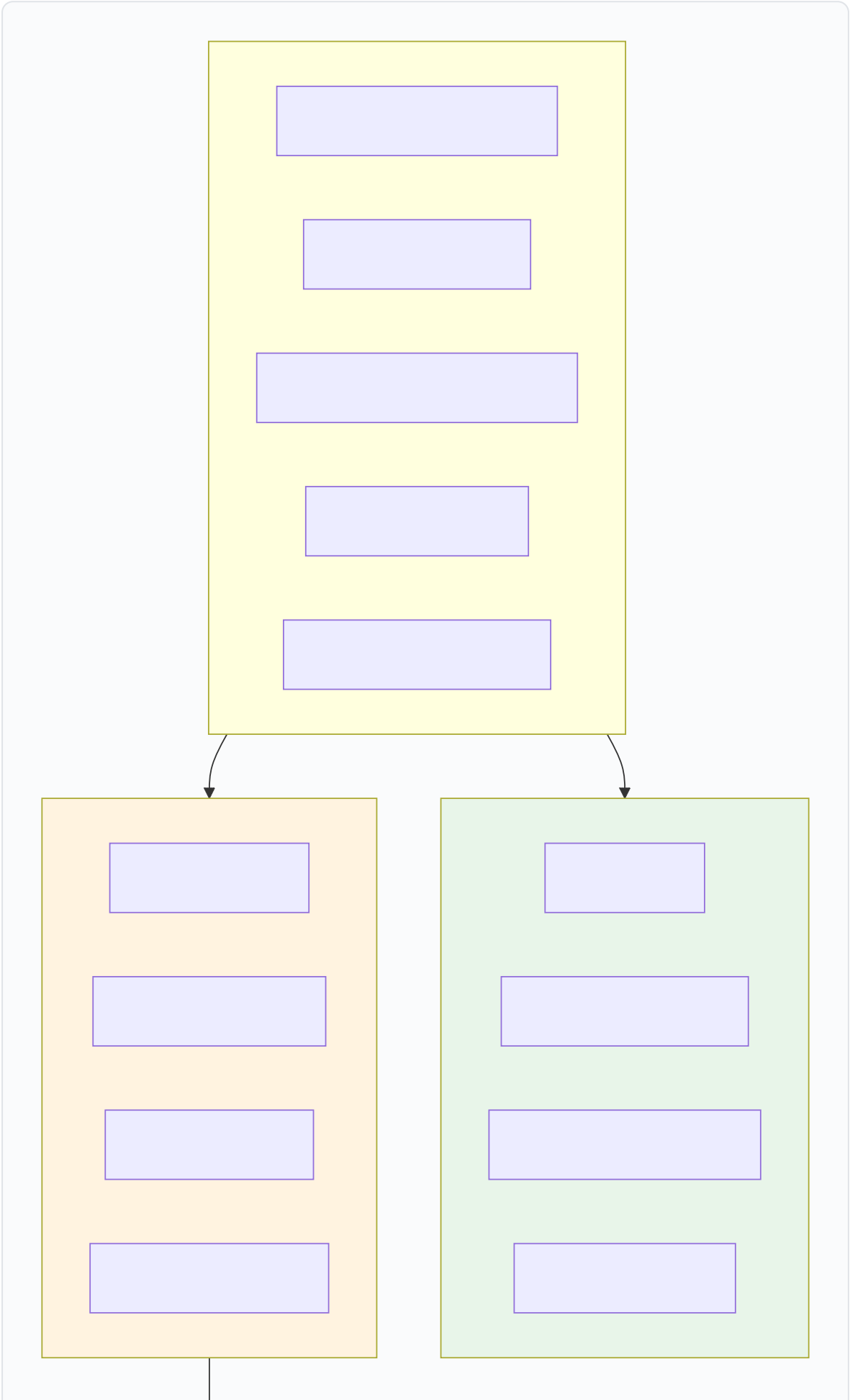
        subgraph NOT_ACCEPTED ["NOT YET"]
            N1["Document gaps"]
            N2["Agree on fixes"]
            N3["Timeline for completion"]
            N4["Return to development"]
        end

        REVIEW --> DECISION
        DECISION -->|Yes| ACCEPTED
        DECISION -->|No| NOT_ACCEPTED
        NOT_ACCEPTED --> REVIEW
    end

    style ACCEPTED fill:#e8f5e9
    style NOT_ACCEPTED fill:#fff3e0
```

## Post-Handover Support Period

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# Handover Communication Templates

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## Pre-Handover Email

Subject: Handover Call Scheduled - [Project Name]

Hi [Client],

Your workflow is ready for handover! Here's what to expect:

Call: [Date/Time]

Duration: 30-45 minutes

AGENDA:

1. Project overview & deliverables review
2. Live demo of the workflow
3. Monitoring & logging walkthrough
4. Maintenance & support discussion
5. Q&A

BEFORE THE CALL:

- Have access to your n8n instance
- Be ready to test after we go live

See you soon!

## Post-Handover Email

Subject: Handover Complete - [Project Name] Documentation

Hi [Client],

Great call! Here's everything you need:

VIDEOS:

- Workflow Walkthrough: [link]
- Credential Setup: [link]

DOCUMENTATION:

- Project Overview: [link]
- Technical Docs: [link]
- FAQ: [link]

BACKUPS:

- Workflow Export: [link]

NEXT STEPS:

1. Review the documentation
2. Let me know if you have questions
3. I'll monitor for the next [X] days

The workflow is now live and running!

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**Next:** See [06-maintenance-cycle.md](#) for ongoing support details.

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