

<Customer>, < Project >

Handover

<image>

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1. Introduction

This document outlines the agreement between the project team and Support team relating to the acceptance by Support team to take over responsibility from the project team for the customer XXX regarding the products and new applications implemented in project <project_name>. It outlines the work outstanding and current status of the implementation.

2. Description

2.1 Handover activities

Specify all activities undertaken to complete the handover.

Meeting among all the involved parts (Project and Support teams) for sharing a general overview of the project, focusing on main issues and problems suffered during the execution phase

2.2 Time

The handover was started at 07/01/2019 and completed at 05/04/2019.

2.3 Resources

In this handover, the following resources have been involved:

Project team

- ..., project manager
- ..., developer
- ..., tester

Support team

- ..., service manager
- ..., developer
- ..., developer
- ..., tester
- ..., tester

3. Detailed description

3.1 Documentation

During the project, we have generated the following technical documents:

XXYYZZ 201802 Customer Requirement Specification 01

XXYYZZ 201802 System Customizations 05

XXYYZZ 201802 Change Request 01 02

XXYYZZ 201802 Change Request 02 01

XXYYZZ 201802 Change Request 03 01

XXYYZZ 201802 Change Request 04 01

XXYYZZ 201802 Change Request 05 01

XXYYZZ 201802 Change Request 06 01

XXYYZZ 201802 Change Request 07 01

XXYYZZ 201802 Change Request 08 01

XXYYZZ 201802 Change Request 09 01

XXYYZZ 201802 Change Request 10 02

XXYYZZ 201802 Change Request 11 01

XXYYZZ 201802 Change Request 12 01

XXYYZZ 201802 Change Request 13 01

XXYYZZ 201802 Requirement Traceability Matrix

XXYYZZ 201802 Final Report 01

3.2 List of open points

This section includes any pending development or unsolved issues:

Ref..	Description

3.3 Additional information

This section includes other considerations that need to be highlighted.

4.

4.1 Signature

XXX Support team understands the contents of this document and approves this handover.

DATE	
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SUPPORT TEAM

PROJECT TEAM

Signature:

Signature:

Signed by:

Signed by:

Position:

Position: Project Manager