<Project name>

**MeConnect**

Project handover plan

Version <1.0>

Release history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Version** | **Comment** | **Author**  **(Developer)** | **Approved By**  **(TL)** |
| 21/07/2021 | 4.2.2 | MeConnect Canteen,Performance Letter notification navigation,ECC approval modules are live now | Anand Patole/Nikita Main | Anand Patole |
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Project handover plan

# Project background(MeConnect)

## 1.1 Client

Mahindra & Mahindra Ltd

## 1.2 Purpose

MeConnect enable employees to access various employee services, perform approvals, check organization announcements, policies, etc. on the run and stay connected with the Mahindra world. Following are some of the features:  
  
• Employee and Manager Services  
• Organization Announcements  
• Policies  
• Emergency  
• Travel Details  
• Payslip

• Salary Card

• Reimbursement

## 1.3 Scope

## 1.4 Work role

Lead the team and development

# Project description

## 2.1 Core work flow

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## 2.2 Architecture

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## Work item

All pending developments are done

## Project Team

Anand Patole –Lead

Nikita Main –Sr Developer

Jay Shah –Sr Developer

# Handover plan

## 3.1 Handover timeline

Already done all handover process

## 3.2 Handover method

Teams Meeting scheduled and recording of the same

# Notice

## 4.1 Cooperation model

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## 4.2 Frequently Asked Questions

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# Account information

## 5.1 Site

https://work.mahindra.com

## 5.2 Source code

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## Resources

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## App iTunes/Play Store URL

https://play.google.com/store/apps/details?id=com.mahindra.meconnect&hl=en\_IN&gl=US

# Work Status

## 6.1 Current Status

Completed all development

## 6.2 Status project on last day of contract

Completed all development