<Developer name>

Project handover plan

Version <1.0>

Release history

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| --- | --- | --- | --- | --- |
| **Date** | **Version** | **Comment** | **Author****(Developer)** | **Approved By****(TL)** |
| <day/mm/yy> | <x.x> | <description> | <name> | <name> |
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Project handover plan

# Project background

[Describe the background of the whole project, including client information, purpose of the project and project scope etc]

## 1.1 Client

[Briefly describe the basic information of the client and their company]

## 1.2 Purpose

[Briefly describe the purpose of this project or what issues the project intends to address]

## 1.3 Scope

[Briefly describe the project scope: related project and any other matters that are affected by this project]

## 1.4 Work role

[Briefly describe the part you undertake in this project as well the work scope and the relationships between yourself and others.]

# Project description

## 2.1 Core work flow

[Briefly describe the core work flow. Attach pictures if necessary]

## 2.2 Architecture

[Describe the project architecture, preferably in a diagram.]

## Work item

[Describe the current project progress, the part that is under development and anything worthy notice in the current stage]

## Project Team

[Name of all team members with roles(PM, BA, Designer, Tester, Front end and backend developer etc )]

# Handover plan

## 3.1 Handover timeline

[State the whole handover duration, the handover object, handover duration per day, handover taken by etc.]

## 3.2 Handover method

[Stage the method of how the project will be transferred, such as Q&A, or pair programming etc.]

# Notice

## 4.1 Cooperation model

[State the cooperation model of this project, and client’s particular requirements or habits.]

## 4.2 Frequently Asked Questions

[List the FAQ and the mistakes that new member will possibly make]

# Account information

## 5.1 Site

[The admin portal/client website URL, account and Attach description if necessary]

## 5.2 Source code

[The Gitlab URL, account and password of source code and certificates/keystore. Attach description if necessary]

## Resources

[Other related resources, including Understanding document/Proposal/SRS, wireframe URL/file, design screen URL/file, specifiaction]

## App iTunes/Play Store URL

[URL of app live on AppStore/PlayStore]

# Work Status

## 6.1 Current Status

[On Going/Completed/On Hold/Terminated]

## 6.2 Status project on last day of contract

[mention the project status]