<Project name>

Project handover plan

Version <1.0>

Release history

| **Date** | **Version** | **Comment** | **Author****(Developer)** | **Approved By****(TL)** |
| --- | --- | --- | --- | --- |
| <day/mm/yy> | <x.x> | <description> | <name> | <name> |
| 22/07/22 | - | - | Kanaka mahalakshmi | Vaibhav Gupta |
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Index

1. Project background 4

1.1 Client 4

1.2 Purpose 4

1.3 Scope 4

1.4 Work role 4

2. Project description 4

2.1 Core work flow 4

2.2 Architecture 4

2.3 Work item 4

2.4 Project Team 4

3. Handover plan 4

3.1 Handover timeline 4

3.2 Handover method 4

4. Notice 4

4.1 Cooperation model 4

4.2 Frequently Asked Questions 5

5. Account information 6

5.1 Site 6

5.2 Source code 6

5.3 Resources 6

5.4 App iTunes/Play Store URL 6

6. Work Status 6

6.1 Current Status 6

6.2 Status project on last day of contract 6

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]*

* *Client Name: IDFC First Bank, Optimus Project. I worked under CDS (Central Design Squad).*

## 1.2 Purpose

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

* *Develop mobile and web apps for IDFC First Bank, already a stable version of the app there).*

## 1.3 Scope

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

* *Adding new features, fixing bugs, refactoring, and code optimization.*

## 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.]*

* *I worked as a React Nativ Developer.*
* *My tasks include: creating new common components, fixing already existing bugs, and adding new screens and features.*
* *Relationships between me and my TL and team members are good. All the team members are supportive and friendly.*

# Project description

## 2.1 Core work flow

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

*Agile project management.*

* *We have morning and evening stand-ups, in the morning stand up will discuss what we do the day and in the evening stand up on the progress of the task that we pick.*

## 2.2 Architecture

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

* *Tasks are noted under the JIRA board. TL assigned taks to the team. After completion of the task, we will do a desk check with QA, and finally, we will raise a PR and review it by TL.*

## Work item

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

* *Current project progress: Well going and the tasks which are taken by me are done, no pending tasks.*

## Project Team

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

1. *Galeel - Team Lead*
2. *Ramanathan - Frontend Developer (If Galeel is not available, he will play the TL role)*
3. *Krishna Kumar - Frontend Developer*
4. *Bala Manikanta - Frontend Developer*
5. *Gunal - Frontend Developer*
6. *Mayur - QA*

# Handover plan

## 3.1 Handover timeline

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

* *Giving KT to the working team (CDS).
Prepared document and every day 30 min giving KT of worked items.*

## 3.2 Handover method

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

* *Tasks are noted under the JIRA board. TL assigned tasks to the team. After completion of the task, we will do a desk check with QA, and finally, we will raise a PR and review it by TL.*

# Notice

## 4.1 Cooperation model

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

* *Need to attend morning and evening stand-ups.*

## 4.2 Frequently Asked Questions

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

* *Need to go through the git repo documentation and the build process.*
* *Before pushing the code into the local branch itself need to check lint, tests, and need to desk check, then only need to raise the PR.*

# Account information

## 5.1 Site

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

* *https://www.idfcfirstbank.com/*

## 5.2 Source code

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

* *Unable to provide now, Github and other things of the project only can be accessible on the client machine when VPN was connected.*

## Resources

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

* *Not available*

## App iTunes/Play Store URL

*[URL of app live on AppStore/PlayStore]*

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

# Work Status

## 6.1 Current Status

*[On Going/Completed/On Hold/Terminated]*

* *On-Going*

## 6.2 Status project on last day of contract

*[mention the project status]*

* *Project status: By the last day of my work, the tasks which are taken by me are done and KT giving to team members.*