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Project handover plan

Version <1.0>

Release history

**Date**

**Version**

**Comment**

**Author**

**(Developer)**

**Approved By**

**(TL)**

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Project handover plan

**MICA App**

• Project background

 This Application consist of Desktop application(Windows),as well as mobile application (android ,ios)

 This application was targeted for security agency.

 It mainly has three users Admistrator, Incident Commander,and field officer.

 It basically involves incident creation ,when any incident occurs at some location.

 Incident commander creates incident and assign it field officer for investigation.

It has also custom map module ,which annotates location ,where incident has occurred.

Incident commander draws shapes around locations that particular filed officer can be assigned to each shape for investigation.

1.1 Client

Data-fortune

1.2 Purpose

The Purpose of project was to create and track different incident ,and assigning them to officers for investigation.

1.3 Scope

The Project was target for different platforms such as desktop ,mobile (android ,iOS)

1.4 Work role

Collecting requirement form client .

Analysing requirement for all platforms ,doing R&D for Client requirement .

Finding appropriate solution and implementing them in project

Application Testing and Bug Fixing.

 • 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

Handed over to client.

 • Work Status

6.1 Current Status

Completed

6.2 Status project on last day of contract

Completed

Project handover plan

**Test App 2**

 • 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.]

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[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]