

# PROJECT HANDOVER CHECKLIST TEMPLATE

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PROJECT TITLE

PROJECT MANAGER

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PLANNED WORK  
COMPLETION DATE

--

PLANNED PROJECT  
CLOSEOUT DATE

--

ACTUAL WORK  
COMPLETION DATE

--

ACTUAL PROJECT  
CLOSEOUT DATE

--

ID	ACTIVITY	OWNER	DUE DATE	STATUS	COMMENTS
1					
2					
3					
4					
5					
6					

ID	ACTIVITY	OWNER	DUE DATE	STATUS	COMMENTS
7					
8					
9					
10					
11					
12					
13					
14					
15					

ID	ACTIVITY	OWNER	DUE DATE	STATUS	COMMENTS
16					
17					
18					
19					
20					
21					
22					
23					
24					

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