

# SOFTWARE PROJECT HANDOVER DOCUMENT TEMPLATE

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ORGANIZATION	
PROJECT NAME	
CLIENT	
VERSION NUMBER	
CLIENT POINT OF CONTACT	

ORGANIZATION CONTACT INFO		
NAME		
PHONE		
EMAIL		
MAILING ADDRESS		
DATE PREPARED		AUTHOR:
PROJECT MANAGER		
BEGIN DATE	END DATE	PROJECT DURATION

PROJECT TEAM		
NAME / TITLE	PHONE	EMAIL

PROJECT
INTRODUCTION   <i>Description without Requirement Details</i>
BACKGROUND   <i>What Led to the Necessity of This Project?</i>

RESOURCE REQUIREMENTS

FEE SUMMARY		
PHASE ONE	HOURS	TOTAL
PHASE TWO	HOURS	TOTAL
ESTIMATED DATA STORAGE		
PERSONNEL		
TRAINING		
IMPLEMENTATION COSTS		
FEE SCHEDULE		

SCOPE OF WORK   <i>What Does the Project Entail? What Are the Delivery Methods?</i>

PROJECT DELIVERABLES   <i>What Are the Deliverables of This Software Project? How Will You Measure Success?</i>

MILESTONES	
EST DELIVERY DATE	PROJECT MILESTONE TITLE

DELIVERABLE MATERIALS   <i>What Is the Final Product to Be Supplied to the Client?</i>

STAKEHOLDERS	
SOFTWARE TEAMS AFFECTED	
NON-SOFTWARE TEAMS AFFECTED	
STEERING COMMITTEE	
CUSTOMERS	
POTENTIAL/OTHER	

OPERATIONS & SUPPORT
COMMUNICATION PLAN
QUALITY MANAGEMENT PLAN
SOFTWARE PROJECT TRAINING PLAN
REGULATORY COMPLIANCE

**TIMELINE** | *Project Begin and End Dates, Approximate Delivery of Major Events*

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**DEFINITIONS** | *Define Any Unique Language Used*

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**SERVICES | SERVICE COORDINATION**

AGENCY RESPONSIBILITIES

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CLIENT RESPONSIBILITIES

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MUTUAL RESPONSIBILITIES

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**PROJECT RISKS**

ISSUE / RISK	MITIGATION / CONTINGENCY

**CRITERIA FOR COMPLETION** | *What Is Required to Occur for a Completed Project?*

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**BUSINESS TERMS / CONDITIONS**

CONTRACT MODIFICATIONS

CONFIDENTIALITY

TERMINATION

**COMMENTS & APPROVAL**

COMMENTS

**AUTHORIZATION**

CLIENT SIGNATURE

CLIENT PRINTED NAME

CLIENT DATE

PROVIDER SIGNATURE

PROVIDER PRINTED NAME

PROVIDER DATE

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