



PROJECT HANDOVER REPORT

[PROJECT TITLE]

[PROJECT OWNER/SPONSOR]

Prepared by:

Date:

TABLE OF CONTENTS

1	PROJECT OBJECTIVES.....	4
2	PROJECT SCOPE	4
3	PROJECT DELIVERABLES	4
4	LIST OF UNRESOLVED PROJECT RISKS/ISSUES/CHANGES	5
5	DOCUMENTATION	5
6	TRAINING PLAN	5
7	MAINTENANCE PLAN	5
8	HANDOVER DUTIES	6
9	APPENDICES	6
10	PROJECT HANDOVER REPORT APPROVAL	6

PROJECT HANDOVER REPORT

Project ID			
Project Name			
Project Manager			
Start Date		End Date	

1 PROJECT OBJECTIVES

Description of project objectives with reference to the Project Charter.
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2 PROJECT SCOPE

List the original project scope and the latest scope (after changes if any).
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3 PROJECT DELIVERABLES

No	Deliverable	Budget	Actual Cost	Planned end date	Actual end date
		Total (RM)			

4 LIST OF UNRESOLVED PROJECT RISKS/ISSUES/CHANGES

No	Risk/Issue/Change	Proposed method to resolve

5 DOCUMENTATION

[User Manual & Operation Manual, etc]

6 TRAINING PLAN

Description of the training plan for the project owner, especially *Transfer of Technology* (TOT).

No	Date	Training	Target group

7 MAINTENANCE PLAN

No	Maintenance duration	Type of maintenance	Location	Person responsible

8 HANDOVER DUTIES

No.	Duties	Person handing over duty	Date	Person receiving duty

9 APPENDICES

[List documents handed over]

10 PROJECT HANDOVER REPORT APPROVAL

<p>.....</p> <p>Project Manager [Name] [Post] [Division]</p>	Date:
<p>.....</p> <p>Project Director [Name] [Post] [Division]</p>	Date:
<p>.....</p> <p>Project Sponsor [Name] [Post] [Division]</p>	Date:

****** If Project Sponsor is not the Project/System Owner, add another box for the approval of Project/System Owner**