



# Project Handover to Operations Template User Guidelines

UPMA, Project Management Methodology: CP0007-01

22 March 2016

## Introduction

These guidelines indicate how to complete the Project Handover to Operations Template. Sections referred to within this document are the same as detailed in the Project Handover to Operations Template which is available on the Programme Office web site at:

[http://iss.leeds.ac.uk/downloads/download/453/tools\\_and\\_guides](http://iss.leeds.ac.uk/downloads/download/453/tools_and_guides)

For further information or guidance please contact the Programme Office at [isscal1@leeds.ac.uk](mailto:isscal1@leeds.ac.uk).

## Purpose/Description of the Project Handover to Operations

The Project Handover to Operations document records the transfer of all the information required for the ISS Support Teams to manage the support of the hardware, software and infrastructure associated with the products delivered by the project.

This includes confirming which ISS Support Teams are affected by the products delivered and any risk, issues or lessons learned which need to be monitored after the project has been delivered.

## Front Page

- Replace the wording "Project Name" with the project name. Please ensure that the name is consistent with the information on the Shared Project folder on the N drive N:\Academic-Services\ISS\PMO\PDS\Projects
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## Contents

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**R Bogdan**



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