

# SOFTWARE PROJECT HANDOVER DOCUMENT TEMPLATE

ORGANIZATION		
PROJECT NAME		
CLIENT		
VERSION		
CLIENT PHONE		
ORGANIZATION NAME		
PHONE		

FEE SUMMARY		
PHASE ONE	HOURS	TOTAL

PROJECT TEAM		
NAME / TITLE	PHONE	EMAIL
SCOPE OF WORK   What Does the Project Entail? What Are the Delivery Methods?		
PROJECT DELIVERABLES   What Are the Deliverables of This Software Project? How Will You Deliver?		

STAKEHOLDERS	
SOFTWARE TEAM AFFECTED	
NON-SOFTWARE TEAM AFFECTED	
STEERING COMMITTEE	

TIMELINE   Project Begin and End Dates, Approximate Delivery of Major Items

PROJECT RISKS	
ISSUE / RISK	MITIGATION / CONTINGENCY

NOTES   Define Any Unique Language Used
---

BUSINESS TERMS / CONDITIONS
CONTRACT MODIFICATIONS
CONFIDENTIALITY
TERMINATION

SERVICE COORDINATION
PROCESSED
UNPROCESSED
PROCESSED

REGULATORY	
COMMENTS	
COMMENTS	
AUTHORIZATION	
CLIENT SIGNATURE	
CLIENT PRINTED NAME	
CLIENT DATE	
PROVIDER SIGNATURE	
PROVIDER PRINTED NAME	
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**Meri Williams**



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