



Project Handover

Project Name	
Project Manager	
Date of Issue	/ / 20
PMO Review	
Date	/ / 20
Notes	





Changes in the Project Plan

(Describe all changes to the project plan from the start, and all additions or changes to the project scope)

Project Handover Requirement

The following documents have been submitted:

- All project documents
- Risks Register
- Issue Log
- Lessons Learned
- Other

Project Beneficiary

Name:

Signature:

Date: / / 20

Project Manager

Name:

Signature:

Date: / / 20