

SIMPLE PROJECT HANDOVER TEMPLATE

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PROJECT NAME

PROJECT SPONSOR

PROJECT MANAGER

PROJECT START DATE

PROJECT END DATE

PROJECT SUMMARY

PROJECT ROLES & RESPONSIBILITIES

[illegible]

NAME	ROLE	RESPONSIBILITIES

DELIVERABLES

PLANNED	ACTUAL	COMMENTS

EXPENSES

PROJECT PHASE	PLANNED BUDGET	ACTUAL COSTS	COMMENTS

SCHEDULE

KEY MILESTONES	INITIAL DEADLINE	ACTUAL COMPLETION	COMMENTS

LESSONS LEARNED / RECOMMENDATIONS

APPROVAL

NAME	TITLE	SIGNATURE	DATE

NAME	TITLE	SIGNATURE	DATE

NAME	TITLE	SIGNATURE	DATE

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