Project Handoff Checklist

Prepare a project handoff with a named receiving owner, due date, evidence location, and acceptance status.

Handoff: Autumn launch to operations | Example dates: November 2026 | Fictional sample data

Handoff item	Receiving owner	Due date	Evidence location	Status	Acceptance / next step
Support guide	Alex	2026-11-06	Team knowledge base	Open	Confirm guide answers common questions
Production access	Sam	2026-11-05	Access register	In progress	Receiving owner tests access
Launch asset folder	Jamie	2026-11-04	Shared project folder	Done	Folder accepted by marketing
Supplier contacts	Robin	2026-11-09	Supplier directory	Open	Verify primary and backup contacts
Outstanding issue list	Alex	2026-11-10	Project issue log	Open	Agree owners for remaining issues

Illustrative example. Replace the sample data with your team's information. Editable version included as a separate Excel download.

Free to adapt and share within your team. Not for resale or redistribution as a template collection.

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Prepare a project handoff with a named receiving owner, due date, evidence location, and acceptance status.

Team / project: _____ Period / date: _____

Handoff item	Receiving owner	Due date	Evidence location	Status	Acceptance / next step

Blank worksheet - calculate totals manually. The Excel file includes automatic summaries.

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