

Handover Details and Transition Plan

1. Handover Overview

This document outlines the key details, tasks, and responsibilities to ensure a smooth transition of responsibilities from the outgoing owner to the new assignee.

Document Owner:

John Doe

New Assignee:

Jane Smith

Role	Name	Email	Contact
Current Owner	John Doe	johndoe@email.com	+1 555-0100
New Owner	Jane Smith	janesmith@email.com	+1 555-0189

2. Key Handover Items

- Project status update and outstanding deliverables
- Access to documentation, drives, and tools
- List of key contacts and stakeholders
- Ongoing issues and their background
- Administrative or compliance requirements

3. Transition Timeline

Task	Owner	Due Date	Status
Knowledge Transfer Meeting	John Doe	2024-06-15	Scheduled
Document Review & Walkthrough	Jane Smith	2024-06-17	Pending
Transition of Access/Permissions	IT Support	2024-06-18	Pending
Final Sign-off	Both	2024-06-20	Pending

4. Outstanding Issues & Risks

- Pending client feedback on the latest deliverable
- Some documentation needs updating
- Awaiting access requests for new owner

5. Approvals

Name	Role	Signature	Date
John Doe	Outgoing Owner		
Jane Smith	Incoming Owner		

Samuel Lee	Supervisor		
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Important Notes

- Accurate and comprehensive handover documentation reduces transition risk.
- Ensure all access and permissions are transferred prior to sign-off.
- Timely knowledge transfer meetings aid understanding and continuity.
- Document outstanding tasks, issues, and contacts clearly.
- Keep this document updated and signed by all relevant parties.