Project Handover Checklist

☐ Identify the parties involved in the handover

- Decide which people will be involved in the handover process.
- Make sure everyone has a clear role.
- Establish who will be involved from the client's side and what aspect of the project they are interested in.

☐ Define a clear deadline for the project handover

- Establish a date by which the handover should be completed.
- Communicate it to all involved parties.

☐ Create a communication plan early on in the process

- Decide who communicates which information to whom and when.

☐ Update the readme file with relevant information

- a project description
- the steps to setup the project
- info on how to run the project locally
- info on how to connect to API, other apps etc.
- info on how to deploy on production
- API documentation
- info on architecture and design
- app/code structure

☐ Organize knowledge sharing sessions

- Encourage questions and clarifications.

☐ Transfer codebase ownership

- If the codebase is already owned by the client, you're all set.
- Otherwise, make sure they get access to it via git or send it as a zip archive.

Project Handover Checklist

☐ Transfer accounts & credentials ownership

- Send the complete list of 3rd party services and tools (e.g. AWS/server hosting, database, GooglePlay/AppStore, mailing service apps, SSL certificate files, etc.).
- Include links and credentials for login.
- Change company/personal email addresses to client email address access to the client's email address and make them the admin for all accounts.

☐ Transfer app admin and demo accounts

- Provide the app admin links and credentials for each environment.
- Provide the credentials for demo accounts and write a short description of what someone can find there after they log in.
- If you have sensitive personal data on those demo accounts, make sure you delete it before the handover.

☐ Provide documentation and feature requirements

- Make sure the client has access to your documentation.
- A best practice is to have clients set up their own accounts in the beginning of the project.

☐ Send a handover email

- Send a final handover email with all the relevant links and a short description of how the information is organized.

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