Software Project Handover

1. Executive Summary

- Overview of the software project, including purpose, scope, and deliverables.
- Purpose of the handover.

2. Project Overview

- **Project Description:** [Detailed description of the software project]
- **Scope of Work:** [Features, functionalities, and deliverables]
- **Stakeholders:** [Developers, testers, client representatives]

3. Current Project Status

- **Completed Features:** [E.g., Login module, dashboard, reporting features]
- **Pending Features:** [E.g., API integrations, final testing]
- **Issues/Challenges:** [Include known bugs or pending fixes]

4. Deliverables

- **Codebase:** [Repository access details]
- **Documentation:** [E.g., user guides, technical documentation]
- **Deployment Details:** [Hosting and server setup]
- **Access Details:** [Credentials for admin panels, databases]

5. Key Contacts

- **Lead Developer:** [Name and contact details]
- **Tester:** [Name and contact details]
- **Client Representative:** [Name and contact details]

6. Tools and Access Details

- **Version Control:** [GitHub/Bitbucket repository access]
- **Cloud Platforms:** [Details of AWS, Azure, or other services]
- **Licenses:** [Software licenses or subscriptions]

7. Pending Approvals

- [List pending approvals such as user acceptance testing (UAT).]

8. Knowledge Transfer

- **Training Provided:** [E.g., demo sessions for the client]
- **FAQs:** [Common queries about functionality or troubleshooting]

9. Post-Handover Support

- **Support Team:** [Contact details of the support team]
- **Maintenance Schedule:** [If applicable, provide a schedule for updates]
- **Bug Reporting Process:** [Details on how to report issues]

10. Sign-off

Prepared By:
Name: [Insert Name]
Signature: [Insert Signature]
Date: [Insert Date]

Received By:
Name: [Insert Name]
Signature: [Insert Signature]
Date: [Insert Date]