### horizontal line**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]