**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12175&utm_source=template-word&utm_medium=content&utm_campaign=simple+project+handover+template-word-12175&lpa=simple+project+handover+template+word+12175)SIMPLE PROJECT HANDOVER   
TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT NAME |  | |  | | |
|  | | | | | |
|  |  | |  | | |
| PROJECT SPONSOR | | PROJECT MANAGER | | PROJECT START DATE | PROJECT END DATE |
| ASDF | |  | |  |  |

PROJECT SUMMARY

|  |
| --- |
|  |

PROJECT ROLES & RESPONSIBILITIES

| NAME | ROLE | RESPONSIBILITIES |
| --- | --- | --- |
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DELIVERABLES

| PLANNED | ACTUAL | COMMENTS |
| --- | --- | --- |
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|  |  |  |
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EXPENSES

| PROJECT PHASE | PLANNED BUDGET | ACTUAL COSTS | COMMENTS |
| --- | --- | --- | --- |
|  |  |  |  |
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SCHEDULE

| KEY MILESTONES | INITIAL DEADLINE | ACTUAL COMPLETION | COMMENTS |
| --- | --- | --- | --- |
|  |  |  |  |
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LESSONS LEARNED / RECOMMENDATIONS

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|  |

APPROVAL

| NAME | TITLE | SIGNATURE | DATE |
| --- | --- | --- | --- |
|  |  |  |  |

| NAME | TITLE | SIGNATURE | DATE |
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| NAME | TITLE | SIGNATURE | DATE |
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