[](https://www.smartsheet.com/try-it?trp=11458&utm_source=integrated+content&utm_campaign=/content/project-handover-templates&utm_medium=Project+Handover+Report+doc+11458&lpa=Project+Handover+Report+doc+11458&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT HANDOVER REPORT TEMPLATE**

GENERAL PROJECT INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PROJECT NAME | | | PROJECT MANAGER | PROJECT SPONSOR |
|  | | |  |  |
| EMAIL | | PHONE | ORGANIZATIONAL UNIT | |
|  | |  |  | |
| GREEN BELTS ASSIGNED |  |  | EXPECTED START DATE | EXPECTED COMPLETION DATE |
|  | | |  |  |
| BLACK BELTS ASSIGNED |  |  | EXPECTED SAVINGS | ESTIMATED COSTS |
|  | | |  |  |

PROJECT OVERVIEW

|  |  |
| --- | --- |
| PROBLEM  OR ISSUE |  |
| PURPOSE  OF PROJECT |  |
| BUSINESS  CASE |  |
| GOALS / METRICS |  |
| EXPECTED DELIVERABLES |  |

PROJECT SCOPE

|  |  |
| --- | --- |
| WITHIN  SCOPE |  |
| OUTSIDE  OF SCOPE |  |

TENTATIVE SCHEDULE

|  |  |  |
| --- | --- | --- |
| **KEY MILESTONE** | **START** | **FINISH** |
| Form Project Team / Preliminary Review / Scope |  |  |
| Finalize Project Plan / Charter / Kick Off |  |  |
| Define Phase |  |  |
| Measurement Phase |  |  |
| Analysis Phase |  |  |
| Improvement Phase |  |  |
| Control Phase |  |  |
| Project Summary Report and Close Out |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

RESOURCES

|  |  |
| --- | --- |
| PROJECT TEAM |  |
| SUPPORT RESOURCES |  |
| SPECIAL NEEDS |  |

COSTS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COST TYPE** | **VENDOR / LABOR NAMES** | | **RATE** | **QTY** | **AMOUNT** |
| **Labor** |  | |  |  |  |
| **Labor** |  | |  |  |  |
| **Labor** |  | |  |  |  |
| **Labor** |  | |  |  |  |
| **Labor** |  | |  |  |  |
| **Supplies** |  | |  |  |  |
| **Miscellaneous** |  | |  |  |  |
|  |  |  | TOTAL COSTS | |  |

BENEFITS AND CUSTOMERS

|  |  |
| --- | --- |
| PROCESS OWNER |  |
| KEY STAKEHOLDERS |  |
| FINAL CUSTOMER |  |
| EXPECTED BENEFITS |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TYPE OF BENEFIT** | **BASIS OF ESTIMATE** | | | **ESTIMATED BENEFIT AMOUNT** |
| **Specific Cost Savings** |  | | |  |
| **Enhanced Revenues** |  | | |  |
| **Higher Productivity (Soft)** |  | | |  |
| **Improved Compliance** |  | | |  |
| **Better Decision Making** |  | | |  |
| **Less Maintenance** |  | | |  |
| **Other Costs Avoided** |  | | |  |
|  |  |  | TOTAL BENEFIT |  |

RISKS, CONSTRAINTS, AND ASSUMPTIONS

|  |  |
| --- | --- |
| RISKS |  |
| CONSTRAINTS |  |
| ASSUMPTIONS |  |

|  |  |  |
| --- | --- | --- |
| PREPARED BY | TITLE | DATE |
|  |  |  |

|  |
| --- |
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