**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 |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

DELIVERABLES

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

EXPENSES

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

SCHEDULE

| KEY MILESTONES | INITIAL DEADLINE | ACTUAL COMPLETION | COMMENTS |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

LESSONS LEARNED / RECOMMENDATIONS

|  |
| --- |
|   |

APPROVAL

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

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

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

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |