

Project / working handover

Summarise current status, point to the working documents and assign each open action. Record questions from the receiving colleague.

Project / handover date

Outgoing / incoming owner

Current position

What is complete / in progress / still outside scope

PEOPLE & CONTACTS Contact / responsibility: Escalation contact:	WORKING DOCUMENTS Location / version: Access request / reference:
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Open actions / upcoming dates

Action / decision needed	Owner	Due date	Reference / next step

Receiver questions / details to follow up

Question / person answering / agreed next step

Handover conversation date

Received by / next review