**[Project / Programme Name]**

Handover Report

SRO:

Version No:

Issue Date:



Contents

[Delivery 2](#_Toc517268582)

[Performance against Business Case spending objectives 2](#_Toc517268583)

[Changes to scope / deliverables 2](#_Toc517268584)

[Handover 2](#_Toc517268585)

[Timescales 2](#_Toc517268586)

[Commercial 4](#_Toc517268587)

[Finance 5](#_Toc517268588)

[Performance against Investment Approval 5](#_Toc517268589)

[Performance against budget allocations 5](#_Toc517268590)

[Benefits 6](#_Toc517268591)

[Return on Investment 6](#_Toc517268592)

[Benefits reporting 6](#_Toc517268593)

[High level measurable benefits 6](#_Toc517268594)

[Benefits delivered to date 6](#_Toc517268595)

[Lessons Learned 8](#_Toc517268596)

[Closure Activities 9](#_Toc517268597)

[Risks and Issues 9](#_Toc517268598)

[Actions from Portfolio Investment and Change Committee (PIC) 9](#_Toc517268599)

[Actions from Assurance Reviews 9](#_Toc517268600)

[Corporate Knowledge 9](#_Toc517268601)

[Annexes 10](#_Toc517268602)

# Purpose and Agreement

The purpose of this report is to document the handover of products that have been produced to their long term owners and ensure that owners have full understanding of:

What has and has not been delivered; and

The risks associated with these products.

This provides assurance to project / programme closure (that it is appropriate to close) as well as clarity to all those involved.

## Senior Responsible Owner (SRO)

I certify that the contents of this report are a true and accurate representation of this project’s delivery.

Signed:

Date:

## Product owner(s)

I / We [delete as applicable] agree to receive ownership of the products and associated risks described in this report.

Signed:

Date:

# Deliverables

## Summary of products and owners

*[All text in italics should be deleted]*

 *[Please complete the following table. Where there is a single owner of multiple or all products, cells in columns can be merged to save duplication]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product** | **Residual defects?\* (y/n)** | **Residual risks? \* (y/n)** | **Owner\*\*** | **Role** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*[\*Describe below by product, adding new sub-sections as necessary*

*\*\*The owner of a product is accountable for the future maintenance and development of that product. Owners need to be clear on any residual defects or risks associated with their products before taking ownership]*

Start text here.

## [Product 1] residual defects and risks

*[Please explain any residual defects and risks associated with this product. Where there are RMADS (Annex A), refer to this for appropriate technical detail]*

Start text here.

# Residual Risks

## Residual risks not described in the section on deliverables

*[Please complete the following table with any risks not covered in the prior section that have not been closed, referring to the project / programme risk log (Annex B) for any necessary detail]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Risk** | **Impact** | **Owner post project** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Start text here.

# Residual Issues

## Residual issues not described in the section on deliverables

***[IDEALLY THERE SHOULD BE NONE AND THIS SECTION CAN BE DELETED****, however if there are residual issues please complete the following table with any issues not covered in the prior section that have not been closed, referring to the project / programme issue log (Annex B) for any necessary detail]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Issue** | **Impact** | **Owner post project** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Start text here.

# Annexes

Annex A RMADS (for IT projects only – Risk Management Accreditation Document Set)

Annex B Project / Programme risk log

Annex C Project / Programme issue log