**Handover Plan**

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| **Project Title:**  |
| **Project Manager:** |
| **New Process Owner:** |
| **New Ownership:** |
| **Action** | **Owner** | **Responsibilities** |
| Process |  |  |
| Control Plan |  |  |
| Process map |  |  |
| SOP’s |  | Maintenance of all standard operating procedures (SOP’s) |
| Training Plan |  |  |
| Training Matrix |  |  |
| Communications |  |  |
| **Outstanding Actions:** |
| **Action** | **Owner** | **Completion Date** | **Notes** |
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| **Attached documents and saved location:** |
| **Document:** | **Location:** |
| Control Plan |  |
| SOP’s |  |
| Process Maps |  |
| Communication Plan |  |
|  |  |
| **Agreed Future Actions:** |
| **Action** | **Owner** | **Completion Date** | **Notes** |
| 3m review meeting |  |  |  |
|  |  |  |  |
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| **Handover Plan Sign off:**Project Manager**Signed****Date:** | New Process Owner**Signed****Date:** |