**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:** | | |