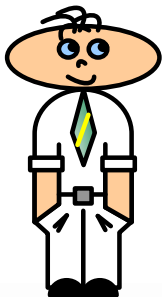


BA's Handover check-list

Customers	Key stakeholders	<input type="checkbox"/>
	name, contact details	
	communication style	
	role and attitude	
	frequency of communication	
	log of communications	
	communication granularity level	
	interests - common ground to share	
	Key business function/process owner	<input type="checkbox"/>
	name, contact details	
communication style		
role and attitude		
frequency of communication		
log of communications		
communication granularity level		
interests - common ground to share		
Business end users	<input type="checkbox"/>	
name, contact details		
communication style		
role and attitude		
communication granularity level		
interests - common ground to share		
Current activities	Project manager	<input type="checkbox"/>
	name, contact details	
	communication style	
	interests - common ground to share	
	Team members	<input type="checkbox"/>
	name, contact details	
	communication style	
	attitude and motivation	
	interests - common ground to share	
	Key milestones	<input type="checkbox"/>
Solution(s)	<input type="checkbox"/>	
Components	<input type="checkbox"/>	
Documentation	<input type="checkbox"/>	
Provided BA services	BA Plan	<input type="checkbox"/>
	Deliverables (Completed/Outstanding)	<input type="checkbox"/>
	Established KPIs	<input type="checkbox"/>
Delivered solutions	Current state	<input type="checkbox"/>
	Release cycle	<input type="checkbox"/>
	Involved third parties	<input type="checkbox"/>
	Solution components	<input type="checkbox"/>
	Documentation	<input type="checkbox"/>
	what is available and where (soft/hard copies)	
	is documentation up-to-date?	
	Queue of Enhancements/Change requests	<input type="checkbox"/>
	Known Pain points/issues/who raised	<input type="checkbox"/>
	Known solution defects	<input type="checkbox"/>
Reported by		
(name, contact details)		
Reported on		
date		
Current status		
Assigned to		
(name, contact details)		
Dependencies	<input type="checkbox"/>	
Constraints	<input type="checkbox"/>	
Help Desk	In-house	<input type="checkbox"/>
	Application monitoring	<input type="checkbox"/>
	Vendor	<input type="checkbox"/>
		<input type="checkbox"/>



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