

## BA's Handover check-list

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

