

## PROJECT TRANSFER REPORT CONTENT

A transfer report shall be created at the start of the project, for the project manager to record all the key and major events on the project.

*Best practice n°1:* start the report at the start of the project, and fill it in regularly each time there is a new event – do not wait till the end of the project to report events because you will either be busy on another subject or have lost memory of all the events (this usually happens for long projects, say more than 2 years).

This file can be used to transfer the project to another project manager, or to close the project and capitalize on experience

*Best practice n°2:* have a word file on the desktop of you laptop – the transfer report – to access it quickly each time a major event occurs. Fill it in during idle time (waiting at the airport, ...). Have one file per project.

### CONTENT

1. PROJECT OVERVIEW
  2. LESSONS LEARNT AND RECOMMENDATIONS
  3. FINANCE
  4. RISKS AND OPPORTUNITIES
  5. NON CONFORMITIES – QUALITY ISSUES
  6. CLAIMS
  7. VOICE OF CUSTOMER
  8. ENGINEERING, SOURCING, MANUFACTURING, SITE PERFORMANCE
  9. PERFORMANCE OF SUPPLIERS AND SUBCONTRACTORS
  10. MODIFICATIONS - CHANGES
- ANNEX – LIST OF SUPPLIERS WITH CONTACTS
- ANNEX – LIST OF CUSTOMER KEY CONTACTS
- ANNEX – ISSUE LOG FILE