## Position Handover Notes - Template

## Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_\_\_ Departing Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Status of recent and current projects/reports/meetings:

## 1. Name of project/area of responsibility

## Status

## Critical issues/challenges/priorities

## Action needed (with milestones, deadlines, etc.)

## Key people involved (with contact details)

## Key documents (include links to filesand emails)

## Budget (if applicable)

## 2. Name of project/area of responsibility

## Status

## Critical issues/challenges/priorities

## Action needed (with milestones, deadlines, etc.)

## Key people involved (with contact details)

## Key documents (include links to filesand emails)

## Budget (if applicable)

## 3. Name of project/area of responsibility

## Status

## Critical issues/challenges/priorities

## Action needed (with milestones, deadlines, etc.)

## Key people involved (with contact details)

## Key documents (include links to filesand emails)

## Budget (if applicable)

## Regular/re-occurring meetings and relevant events *– Detail events and/or meetings coming up in your areas of responsibility. Consider including summary of recent meetings/events, as appropriate.*

**Staff supervision** *– include notes on status of current staff supervision, if applicable (e.g., performance* review progress/schedule; location of HR files and/notes, etc.)

## Other key contacts list *– If not already captured, list other key contacts you have been involved with (internal and external), including name, position, contact details and nature of relationship.*