Knowledge Transfer Checklist

Sooner or later, you have to deal with the task of project acceptance or transfer. To do that efficiently, you can follow below check list, so as not to lose sight of anything important.



DOCUMENTS

- [ ] 1. Business Requirements.
- [ ] 2. User Requirements Specification.
- [ ] 3. System Architecture / Design document.
- [ ] 4. Test Cases.
- [ ] 5. User Acceptance Test cases.
- [ ] 6. Defect Track Log.

SOURCE CODE

- [ ] 1. Repository URLs with access details.
- [ ] 2. All configuration scripts and requirements for developers' workstations.
- [ ] 3. Automated scripts of environment deployment or creating system images.

SUPPORT SYSTEM

- [ ] 1. User requests (Tickets) handling system.
- [ ] 2. Defect tracking system.

- [ ] 3. Accesses to above systems.

PROCESSES AND A LIST OF DECISION MAKERS (DM)

- [ ] 1. Procedures and a list of DMs connected with daily routines.
- [ ] 2. Procedures and a list of DMs connected with closing a sprint / iteration / work stage.
- [ ] 3. Procedures and a list of DMs connected with planning a new release / iteration.
- [ ] 4. Procedures connected with handling Change Requests, and a list of DMs.
- [ ] 5. Procedures and ceremonials connected with issuing a new release.
- [ ] 6. Process systems (for example JIRA), bug life cycle, etc.

MISC

- [ ] 1. Test users for different scenarios on different environments.
- [ ] 2. Environment details document (Dev, Test/Stage, Prod).
- [ ] 3. Access to all third party systems with rights.

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