

Website Handover Checklist

Confirm ownership, access and documentation before a website project closes.

Access & Ownership

■	Domain access transferred or documented
■	Hosting access documented
■	Website source files delivered
■	Admin credentials changed
■	Analytics and Search Console access confirmed

Documentation

■	Deployment steps provided
■	Backup instructions provided
■	Form notification email verified
■	Renewal dates recorded
■	Support and maintenance scope confirmed