

# Sample Handover Documentation

Representative workflow ownership and stabilization pack | Version 0.1 | Reviewed 16 July 2026

|                              |                                                                                                                                                                                                                                                                                                          |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>REPRESENTATIVE SAMPLE</b> | This document demonstrates the structure and level of detail a StructuredLayer deliverable may contain. Records, names, values, dates, states, and acceptance cases are illustrative. Final content depends on approved systems, access, data quality, security requirements, scope, and approval rules. |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 1. Handover contents

| Deliverable          | Representative handover content                                                | Owner            |
|----------------------|--------------------------------------------------------------------------------|------------------|
| Architecture record  | Systems, environments, data flow, stable identifiers, write boundaries         | Technical owner  |
| Workflow runbook     | Stages, roles, transitions, schedules, manual actions, escalation paths        | Workflow owner   |
| Data dictionary      | Records, fields, types, authority, validation, retention, permissions          | Data owner       |
| Integration register | Connections, credentials owner, limits, monitoring, renewal, disable procedure | IT owner         |
| Exception catalogue  | Failure states, queues, severity, owners, resolution evidence                  | Operations owner |
| Acceptance record    | Test cases, results, open conditions, approvals, issue log                     | Project sponsor  |
| Training record      | Audience, material, attendance, exercises, questions, follow-up                | Adoption owner   |

## 2. Access and ownership transfer

- Confirm client-owned repositories, accounts, databases, documentation, and approved provider boundaries.
- Transfer named administrator and operator permissions using approved account processes.
- Remove temporary implementation access and verify credential rotation where required.
- Record third-party licences and confirm backup, restore, export, disable, and incident procedures.

## 3. Training and 30-day stabilization

| Period        | Focus                                                                 | Exit evidence                                           |
|---------------|-----------------------------------------------------------------------|---------------------------------------------------------|
| Before launch | Role-based walkthroughs and acceptance exercises                      | Named users complete agreed scenarios                   |
| Days 1-7      | Run monitoring, queue review, permission issues, urgent defects       | Critical workflow path remains operable                 |
| Days 8-21     | Exception trends, data quality, adoption questions, minor corrections | Owners resolve routine issues using the runbook         |
| Days 22-30    | Final stabilization review and open-item handoff                      | Open items have owner, priority, decision, and due date |

## 4. Final boundary

Client ownership applies where practical and as confirmed in the engagement. Signed agreements, provider accounts, licences, security policy, and scope define the final boundary; third-party platforms remain subject to their own ownership and terms.