

## PROJECT HANDOVER MANAGEMENT

*"Ensuring Smooth Transitions from Project Completion to Operational Readiness"*

### Schedule

Date	Venue	Fees
24 - 26 Feb 2026	Dubai, UAE	USD 2495 per delegate
22 - 24 Apr 2026	Dubai, UAE	USD 2495 per delegate
18 - 20 Aug 2026	Doha, Qatar	USD 2495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

### Introduction

Project handover is one of the most critical yet often underestimated phases in the project lifecycle. A poorly managed handover can lead to operational disruptions, safety risks, and increased maintenance costs. On the other hand, a well-executed handover ensures a smooth transition from project delivery to asset operation, securing long-term project value.

This 3-day intensive course equips project, engineering, and operations professionals with the frameworks, tools, and practical techniques to manage handovers effectively. From documentation and commissioning to stakeholder alignment and operational readiness, the course covers the end-to-end process for successful project closeout and transition.

### Objectives

By the end of this course, participants will be able to:

- Understand the critical elements of project handover planning and execution
- Develop structured handover strategies and checklists
- Align project teams, contractors, and operations for seamless transition
- Ensure documentation, training, and asset readiness are fully met
- Apply quality assurance and verification procedures at project closeout

## Why Attend

- Prevent costly delays and post-project issues due to incomplete handovers
- Ensure operational teams are fully prepared to manage delivered assets
- Improve cross-functional collaboration and communication
- Gain access to handover templates, checklists, and audit tools
- Learn from global best practices in complex project transitions

## Target Audience

This program is designed for:

- Project managers and coordinators
- Engineering and construction leads
- Operations and asset managers
- QA/QC personnel involved in commissioning and handover
- Contract and documentation controllers

## Individual Benefits

Key competencies that will be developed include:

- Structured planning for project closeout and handover
- Ability to coordinate and lead multidisciplinary teams during transition
- Knowledge of documentation, testing, and readiness requirements
- Stronger focus on quality and accountability at project end
- Confidence in conducting acceptance checks and audits

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Reduced handover risks and transition failures
- More efficient commissioning and start-up timelines
- Improved compliance with contractual and regulatory obligations
- Enhanced client satisfaction and asset lifecycle performance
- Clear documentation, training, and knowledge transfer procedures

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Handover frameworks, standards, and documentation requirements
- Case Studies - Real-world examples of handover challenges and solutions
- Workshops - Handover readiness reviews and checklist development
- Peer Exchange - Group discussions on project closeout best practices
- Tools - Handover plan templates, completion certificates, and asset registers

## Course Outline

### DETAILED 3-DAY COURSE OUTLINE

**Training Hours:** 07:30 AM – 03:30 PM **Daily Format:** 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

#### Day 1: Planning and Preparing for Handover

- Module 1: Introduction to Project Handover (07:30 – 09:30) • Definition and scope of handover in project lifecycles • Importance of early planning and stakeholder engagement • Overview of handover deliverables
- Module 2: Handover Strategy and Documentation (09:45 – 11:15) • Structuring a handover plan aligned with project goals • Documentation control and turnover packages • Key components: O&M manuals, asset registers, training plans
- Module 3: Stakeholder Roles and Handover Milestones (11:30 – 01:00) • Assigning responsibilities across functions • Setting acceptance criteria and timelines • Aligning contractors, project teams, and end users
- Module 4: Workshop – Handover Planning Checklist (02:00 – 03:30) • Group development of a handover checklist • Discussion and refinement of handover scope

#### Day 2: Executing Handover and Ensuring Readiness

- Module 1: Verification and Acceptance Testing (07:30 – 09:30) • Functional tests, site inspections, and completion audits • FAT, SAT, and commissioning validations • Managing defects and punch lists
- Module 2: Asset Transfer and Operational Readiness (09:45 – 11:15) • Readiness reviews with operations and maintenance teams • Confirming utility connections, access, and system handoffs • HSE considerations during handover
- Module 3: Training and Knowledge Transfer (11:30 – 01:00) • Developing end-user training programs • Technical briefings and orientation • Supporting documentation and reference materials
- Module 4: Workshop – Readiness Review Simulation (02:00 – 03:30) • Team-based review of a simulated project handover • Identifying issues and proposing improvements

#### Day 3: Closeout, Compliance, and Continuous Improvement

- Module 1: Final Inspections and Certifications (07:30 – 09:30) • Completion certificates, warranties, and handover reports • Client acceptance protocols • Regulatory and contractual compliance review
- Module 2: Lessons Learned and Post-Handover Support (09:45 – 11:15) • Conducting post-implementation reviews • Feedback mechanisms from end users • Planning for Phase 2 or O&M follow-up
- Module 3: Digital Tools and Handover Management Systems (11:30 – 01:00) • Using software and platforms for documentation and tracking • Cloud-based handover packages and smart asset handoffs • Audit trails and data handover
- Module 4: Final Wrap-Up and Certification (02:00 – 03:30) • Team presentations of mock handover plans • Q&A and reflections • Certification ceremony

## Certification

Participants will receive a Certificate of Completion in Project Handover Management, confirming their expertise in managing the technical, operational, and administrative components of a successful project transition.

## Why Choose MAWA Events

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