Rowan Booking Site Handover

Fictional worked example. Prepared November 17, 2026, from records through November 16. This is an editorial example, not a captured AI answer.

Project and handover

Outgoing owner: Mara. Proposed incoming owner: Eli. Acceptance of responsibility is awaiting direct confirmation. A handover conversation is scheduled for November 17; these records do not establish that it has happened. Sources: B1, N3.2-N3.3.

Current scope and next milestone

Deliver the booking-information site and enquiry form. Online payment remains outside scope. The release target is November 30, replacing November 23. Copy approval and a release-environment form check are still required. Sources: B1, N1.1-N1.2, N2.1, N2.3, N3.1.

Decisions to preserve

Jo moved the release target to November 30 on November 9. The notes do not record the reason for the date change; ask Jo rather than adding a plausible explanation. Online payment was discussed as a later option and was not approved. Sources: N2.1, N2.3.

Open work and dependencies

Jo is scheduled to review booking copy on November 19. Noor's November 20 copy update depends on receiving approved copy on November 19. The latest reviewed session does not record that approval. Sources: N2.1-N2.2, N3.4.

The enquiry form passed staging on November 16. A release-environment check remains unrecorded; its owner and date are not recorded. Confirm who will run it before treating the site as release-ready. Source: N3.1 and B1.

What Eli needs to confirm

Confirm acceptance of responsibility and access to hosting with Mara. Check Jo's copy decision after the November 19 review. Agree an owner and date for the release-environment form check. These are confirmation actions for this handover, not completed work. Sources: N3.3-N3.4, N3.1.

Access and supporting records

Read the November 2 brief and November 2, 9, and 16 notes in the accompanying source pack. Hosting and task-board access still need to be checked with Eli. Use the team's access-request process; do not place passwords in the handover.

Recipient check

In the handover conversation, ask Eli to identify the first follow-up, explain which launch date is current, locate the source for Noor's conditional date, and open the resources needed to act. After the conversation, record which checks passed and what still needs follow-up.

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