

What do we need to handover?

- Final Document packages
- Final Index (needs to be fully populated)

Medium for handover

- Paper copies, CDs etc.
- Artwork requirements; Front covers, spines, CD-Labels, Design of acceptance certificates etc.
- Stationery requirements; folder types, colours, sizes, paper size Number of copies of each
- Packaging materials for shipping

Destination for hard copies

- Who's paying the delivery/shipping costs?
- Is handover on shipping date, or receipt date by client?

Format for hard copies

- Paper size, language, folder type, colour, bindings etc.

Language requirements

- Typically straight from the original contract

Things to consider

- Plan resources availability for additional workload
- Ensure deliverables are well defined and at the correct status for the end of the project
- Review/QC Check of Vendor documentation (ideally do this throughout Implementation stage)
- Check-off against the MDR
 - Expedite missing/late documents
 - Carry out sense-check/sampling test of native file format documents
 - Do the numbers add up between PDF and native files? (Should be the same number of each)

Produce metadata in correct format for client data loading

Archiving & retention times

- Contractual
- Your internal corporate standards

Check TAG Numbers & Meta Data before handover

Agree handover schedule with Engineering Manager and Client

Coordinate with print room re production timetable so they can plan ahead

Review in detail with client before sending to print room

Coordinate with IT department for final electronic packages

Freeze docbase by changing to read only. i.e. no changes after final transmittal

Begin archiving/destruction process

Review/Comparison between DM plan and actual performance