

Project Handoff and Portfolio

Use page one to transfer the working solution and page two to explain the case study. Share only approved, sanitized evidence.

Project or record

Owner

Date

Solution and accountable owner

Name solution/version, business owner, technical owner, support contact, and handoff date.

Files and access instructions

List working files, folders, dependencies, and where access is granted. Never put passwords or keys here.

How to run and interpret the output

Describe prerequisites, ordered steps, expected output, checks, and interpretation.

Controls and recovery

Define permissions, approval points, monitoring, stop/rollback procedure, and retention.

Acceptance and next review

Record walkthrough, reviewer acceptance, open issues/owners, and the next review date.

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Problem and baseline

Describe the user, decision, prior method, and measured starting point.

Solution and evidence choices

Explain design, data sources, tools, manual steps, and why the choices fit.

Tests and observed outcomes

Summarize sample, normal/edge cases, failures, measured value, costs, and limitations.

Portfolio assets and demo

Link sanitized files, screenshots, sample input/output, and a five-minute demonstration.

Next steps and honest project bullet

Record improvement priorities. Write one bullet with actual results; label learning/synthetic projects.