VERTIGO CODEX . DOWNLOADABLE . WORKSHEET

Handover Checklist

Companion to "The Handover"

45 MINUTES, OVER YOUR LAST TWO WEEKS

HOW TO USE THIS SHEET

1. Start as soon as you know your end date. A useful handover is not a leftover afternoon.
2. Write the job as you actually do it, not the role on paper.
3. Use the sheet as the agenda for a conversation, not a document you drop on a desk.
4. Make the introductions yourself, in person where you can.
5. Close on purpose: what you built, not an apology for what is unfinished.

ROLE	HANDED OVER TO	LAST DAY

01 Tools and access

Systems, accounts, passwords to transfer, files and where they live.

02 Key contacts, and why they matter

Names, what they hold, how best to reach them.

03 Ongoing issues

What is open, where it stands, the next step for each.

04 Daily and weekly rhythms

The routines and deadlines the calendar does not show.

05 Introductions to make in person

Who, and when we meet before I go.

06 What I built here

What I want to be remembered for in this role.