

Step	Completion or handover?
Schedule a handover meeting	
Share operational procedures manual	
Provide training to new team or client	
Send final invoice to client	
Archive project files	
Notify stakeholders of completion	
Close all pending tickets	
Update project documentation	
Conduct final quality checks	
Introduce the new point of contact	
Clarify roles and responsibilities moving forward	
Ensure support is in place post-handover	
Verify all tasks are completed	
Transfer access rights and credentials	
How would you sum up the difference in a simple way?	
"Completion is linked to the works, handover is linked to the occupation of the building"	