



GLOBAL IMPACT CORPS

Appendix 25: Handover Checklist (Fillable)

gicorps.org | info@gicorps.org | v1.6

Use when transferring stewardship or operational control to a new lead or local partner.

Mission name/ID

Outgoing steward

Incoming steward / recipient

Handover date

Checklist (check)

- Mission plan + latest scope approved
- Budget file + current actuals
- Evidence repository access granted
- Vendor contracts and quotes shared
- Partner contact list shared
- Open risks/issues logged
- Inventory/equipment handed over (if any)
- Upcoming milestones and deadlines reviewed

Notes

Outgoing signature (typed)

Date



GLOBAL IMPACT CORPS

Appendix 25: Handover Checklist (Fillable)

gicorps.org | info@gicorps.org | v1.6

Incoming signature (typed)

Date