**Student-Led Project Handover Document**

This framework is intended to simplify the handover process for Student-Led projects, as well as facilitate the continued development of your projects.

***Current Project Leader Details***

|  |  |
| --- | --- |
| Name(s) of project leader(s) |  |
| Course |  |
| Year |  |
| UCL Email/Contact number |  |

***Incoming Project Leader Details***

|  |  |
| --- | --- |
| Name(s) of project leader(s) |  |
| Course |  |
| Year |  |
| UCL Email/Contact number |  |
| Anticipated start date |  |

***The project***

|  |  |
| --- | --- |
| *Project title* |  |
| *Project partners* |  |
| *Short project description of activities* |  |
| *Stated project objectives* |  |

***Key project contacts***

|  |  |  |  |
| --- | --- | --- | --- |
| *Name of contact* | *Position/Role in Project* | *Email* | *Phone Number* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Key project resources***

|  |  |  |  |
| --- | --- | --- | --- |
| *Name of resource (e.g. event instructions/committee format/Moot court materials etc.)* | *Where located* | *Purpose of resource explained* | *Handover confirmed* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Summary of activities completed this year***

|  |
| --- |
|  |

***Summary of outstanding Actions***

|  |  |  |  |
| --- | --- | --- | --- |
| *Action* |  | *Date to be completed by* | *Date completed* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Summary of any incidents or issues relating to your activities***

|  |
| --- |
|  |

***Details of upcoming deadlines***

|  |
| --- |
|  |

***Details of upcoming events***

|  |
| --- |
|  |

***Suggestions for future project development***

|  |
| --- |
|  |

**I confirm I have handed over all key materials, contacts and resources to the incoming project leader: Yes/No**

**I am available to be contacted in the new academic year to assist with any queries regarding the project: Yes/No**

Thank you very much for completing this form, and for your dedication and hard work coordinating your project this year! If you have any queries regarding this form please don’t hesitate to contact Adam Riley, Projects Coordinator at CAJ: [adam.riley@ucl.ac.uk](mailto:adam.riley@ucl.ac.uk).