Web Application Development Phase Handover Artifacts

Overview

This document describes the common artifacts generated during handover from one phase to another in a web application development lifecycle. These artifacts ensure continuity, traceability, quality assurance, compliance, and operational readiness.

---

1. Business Requirement Phase → Solution Design Phase

Objective

Transfer approved business requirements to the architecture and design teams.

Handover Artifacts

Artifact	Description	Owner	Format
Business Requirement Document (BRD)	Captures business goals, stakeholders, workflows, and scope	Business Analyst	DOCX/PDF
Functional Requirement Specification (FRS)	Detailed application functionality and user interactions	Business Analyst	DOCX/PDF
Stakeholder Approval Sign-Off	Formal approval of business requirements	Project Sponsor	PDF/Email
Requirement Traceability Matrix (RTM)	Maps business requirements to future design and testing activities	BA / QA Lead	XLSX
Initial Risk Register	Identifies project-level risks and mitigation actions	Project Manager	XLSX
Project Charter	Defines objectives, budget, scope, and governance	Project Manager	DOCX/PDF
High-Level Process Flow Diagrams	Business workflow representations	BA / Architect	PNG/ VSDX

2. Solution Design Phase → Development Phase

Objective

Transfer approved technical and UI/UX designs to the engineering team.

Handover Artifacts

Artifact	Description	Owner	Format
Solution Architecture Document (SAD)	Overall application architecture and integration design	Solution Architect	DOCX/PDF
High-Level Design (HLD)	System components and interactions	Architect	DOCX/PDF
Low-Level Design (LLD)	Detailed module-level design specifications	Technical Lead	DOCX/PDF
UI/UX Mockups and Wireframes	User interface designs and navigation flows	UX Designer	PNG/Figma
API Specifications	REST/GraphQL endpoint definitions and payload structures	Backend Architect	YAML/ Swagger
Database Schema Design	ER diagrams, table structures, relationships	DBA / Architect	PNG/SQL
Security Architecture Document	Authentication, authorization, encryption, IAM controls	Security Architect	DOCX/PDF
Infrastructure Design	AWS services, networking, scaling, backup strategy	Cloud Architect	DOCX/PDF
Sprint Backlog	User stories and planned development tasks	Scrum Master	Jira/XLSX
Coding Standards and Guidelines	Development standards and naming conventions	Engineering Manager	DOCX/PDF

3. Development Phase → Testing Phase

Objective

Transfer completed software build and implementation details to QA teams.

Handover Artifacts

Artifact	Description	Owner	Format
Release Notes	Summary of implemented features and fixes	Development Lead	DOCX/PDF
Source Code Repository Reference	Git repository details and branch information	DevOps / Dev Lead	URL
Build Package / Deployment Bundle	Deployable application package	DevOps Engineer	ZIP/Docker Image
Unit Test Report	Results of developer-level testing	Developers	HTML/PDF
Code Review Report	Peer review findings and approvals	Technical Lead	PDF
Static Code Analysis Report	Security and quality scan results	DevSecOps	HTML/PDF
API Collection	Postman or Swagger collections for testing	Backend Team	JSON/YAML
Environment Configuration Document	Environment variables and configurations	DevOps Engineer	DOCX/PDF
Database Migration Scripts	Schema updates and seed scripts	DBA	SQL
Known Issues Log	Documented open defects and limitations	Development Lead	XLSX

4. Testing Phase → UAT Phase

Objective

Transfer validated QA-tested application to business users for acceptance testing.

Handover Artifacts

Artifact	Description	Owner	Format
QA Test Summary Report	Consolidated testing status and results	QA Lead	PDF
Test Case Execution Report	Detailed executed test cases and outcomes	QA Team	XLSX
Defect Report	Open, resolved, and deferred defects	QA Lead	XLSX
Performance Test Report	Load, stress, and scalability test results	Performance Engineer	PDF

Artifact	Description	Owner	Format
Security Testing Report	Vulnerability and penetration testing results	Security Team	PDF
Regression Testing Report	Validation of existing functionality	QA Team	PDF
Test Coverage Matrix	Mapping of test cases to requirements	QA Lead	XLSX
Deployment Validation Report	Confirmation of successful deployment	DevOps Engineer	PDF
UAT Environment Readiness Checklist	Infrastructure and access readiness for UAT	Project Manager	XLSX

5. UAT Phase → Production Deployment Phase

Objective

Transfer business-approved application for production deployment.

Handover Artifacts

Artifact	Description	Owner	Format
UAT Sign-Off Document	Formal business approval for go-live	Business Owner	PDF
Go-Live Checklist	Production deployment readiness checklist	Project Manager	XLSX
Production Deployment Plan	Detailed deployment sequence and rollback steps	DevOps Lead	DOCX/PDF
Rollback Plan	Recovery strategy in case of deployment failure	DevOps Lead	DOCX/PDF
Production Support Model	Support responsibilities and escalation matrix	Service Manager	DOCX/PDF
Release Approval Record	CAB or management deployment approval	Change Manager	PDF
Infrastructure Provisioning Report	AWS infrastructure readiness confirmation	Cloud Engineer	PDF
Backup and Recovery Validation Report	Validation of backup and restore procedures	Infrastructure Team	PDF
Monitoring and Alerting Configuration	CloudWatch, logs, alerts, dashboards	DevOps Team	DOCX/PDF
Operational Runbook	Operational procedures and troubleshooting guide	Operations Team	DOCX/PDF

6. Production Deployment Phase → Operations & Maintenance Phase

Objective

Transfer operational ownership to support and maintenance teams.

Handover Artifacts

Artifact	Description	Owner	Format
Production Deployment Report	Summary of deployment execution and status	DevOps Lead	PDF
Production Validation Report	Verification of application functionality in production	QA / Operations	PDF
Incident Management Procedure	Steps for incident handling and escalation	Support Lead	DOCX/PDF
SLA and Support Agreement	Service level commitments and response timelines	Service Manager	PDF
Knowledge Transfer (KT) Documents	Functional and technical knowledge transfer materials	Technical Lead	DOCX/PDF
User Manuals	End-user operational guidance	Business Team	PDF
Administrator Guide	Technical administration procedures	Operations Team	PDF
Maintenance Schedule	Planned maintenance windows and patch cycles	Infrastructure Team	XLSX
Compliance and Audit Records	Security and regulatory compliance evidence	Compliance Team	PDF
Lessons Learned Document	Project retrospectives and improvement recommendations	Project Manager	DOCX/PDF

Cross-Phase Governance Artifacts

The following artifacts are maintained and updated throughout all phases.

Artifact	Purpose
RAID Log	Tracks Risks, Assumptions, Issues, and Dependencies
Change Request Log	Tracks scope and requirement changes
Version Control Records	Tracks software versions and releases
Meeting Minutes (MoM)	Records project decisions and discussions
Action Item Tracker	Tracks pending actions and ownership
Compliance Checklist	Ensures regulatory and security compliance
Audit Trail Records	Maintains activity and approval history
Project Status Reports	Provides periodic status updates

Typical Approval Workflow

```
Business Team →
      Project Manager →
            Architecture Team →
                  Development Team →
                        QA Testing Team →
                              UAT Team → Operations Team
```

Recommended Storage Locations

Artifact Category	**Recommended Repository**
Requirements & Design Documents	SharePoint / Confluence
Source Code	GitHub / GitLab / Bitbucket
CI/CD Pipelines	Jenkins / GitHub Actions / AWS CodePipeline
Test Reports	TestRail / Zephyr / SharePoint
Infrastructure Templates	Terraform Repository / AWS CloudFormation
Deployment Packages	AWS S3 / Artifact Repository
Operational Runbooks	Confluence / Wiki

Conclusion

Phase handover artifacts are critical for maintaining traceability, accountability, governance, and quality throughout the web application development lifecycle. Standardized handover documentation improves communication across teams and reduces deployment and operational risks.