

# PROJECT CLOSEOUT CHECKLIST TEMPLATE

PROJECT NAME

PROJECT MANAGER

| TASK / DELIVERABLE                                                                    | ASSIGNED TO | START DATE | END DATE | PRIORITY | STATUS       | TASK COMPLETE? |
|---------------------------------------------------------------------------------------|-------------|------------|----------|----------|--------------|----------------|
| PHASE 1                                                                               |             | 00/00/00   | 00/00/00 | High     | Not Started  | No             |
| Has team completed all deliverables?                                                  |             | 00/00/00   | 00/00/00 | Low      | Overdue      | No             |
| Have all deliverables met requirements and been approved?                             |             | 00/00/00   | 00/00/00 | Medium   | In Progress  | No             |
| Have operations and knowledge been transferred?                                       |             | 00/00/00   | 00/00/00 | High     | Complete     | Yes            |
| If transferring project to a new manager, have they received an updated project plan? |             | 00/00/00   | 00/00/00 | Medium   | Needs Review | No             |
| Have stakeholders been informed of current project status?                            |             | 00/00/00   | 00/00/00 | High     | Approved     | No             |
|                                                                                       |             | 00/00/00   | 00/00/00 | Low      | On Hold      | No             |
| PHASE 2                                                                               |             |            |          |          |              |                |
| Have project accounts and billing been finalized?                                     |             |            |          |          |              |                |
| Have security badges been turned in?                                                  |             |            |          |          |              |                |
| PHASE 3                                                                               |             |            |          |          |              |                |
| Has a post-project evaluation been carried out?                                       |             |            |          |          |              |                |
| Has performance been evaluated and feedback delivered to team members?                |             |            |          |          |              |                |
| Has a lessons learned review been conducted?                                          |             |            |          |          |              |                |
| PHASE 4                                                                               |             |            |          |          |              |                |
| Has a project closure report been completed?                                          |             |            |          |          |              |                |
| Has project documentation been archived for future reference?                         |             |            |          |          |              |                |
| Has a project closure letter been submitted?                                          |             |            |          |          |              |                |
| OTHER                                                                                 |             |            |          |          |              |                |
|                                                                                       |             |            |          |          |              |                |
|                                                                                       |             |            |          |          |              |                |

# Project Management Tools Checklist

**Trish Melton**



## **Project Management Tools Checklist:**

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