PROJECT CLOSEOUT CHECKLIST TEMPLATE

PROJECT NAME PROJECT MANAGER

TASK / DEUVERABLE	ASSIGNED TO	START	DATE	PRIORITY	STATUS	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	enge.	Complete	Yes
If transferring project to a new manager, have they received an updated project plant		00/00/00	00/00/00	Medium	Needs Review	No
Have stakeholders been informed of current project status?		00/00/00	00/00/00	1000	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 init						
PHASE 3						
Has a post-project evaluation been carried out?						
Has performance been evaluated and feedback delivered to feam 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Has project documentation been archived for future reference?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

Jiyuan Zhang

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