# 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<br>an updated project plant |             | 00/00/00 | 00/00/00 | Medium   | Needs<br>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| Has project documentation been archived for future reference?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**

**Didier Musso** 

**Project Management Tools Checklist:** 

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