

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Has project documentation been archived for future reference?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

Colin Dobie



Project Management Tools Checklist:

The Enigmatic Realm of **Project Management Tools Checklist**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Project Management Tools Checklist** a literary masterpiece penned by way of a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of people who partake in its reading experience.

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