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| Project Closeout Checklist |

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| **Project Title** |  |
| **Project Manager** |  | **Date Prepared** |  |

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| **Task** | **Initials** | **Date** |
| 1. Confirm all project deliverables have been completed and accepted with no remaining conditions.
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| 1. Confirm all issues and action items have been resolved or a plan has been developed to transfer them to operations.
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| 1. Confirm all outstanding post go live/stabilization items have been closed or transferred to operations.
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| 1. Review with stakeholders that project goals and objectives (as documented in the project charter) have been achieved.
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| 1. Ensure all documentation (including updated policy and procedure documents) are complete.
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| 1. Obtain final acceptance.
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| 1. Handover system maintenance (including system documentation).
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| 1. Handover operational support (including operational support guide, user guide).
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| 1. Complete procurement/contract closure.
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| 1. Submit final status report(s).
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| 1. Release project resources and equipment.
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| 1. Document lessons learned.
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| 1. Archive project documents.
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| 1. Cancel standing team meetings.
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| 1. Transfer responsibility for ongoing benefits measurement to business owner.
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| 1. Celebrate/publish project success.
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