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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. |  |  |
| 1. Confirm all issues and action items have been resolved or a plan has been developed to transfer them to operations. |  |  |
| 1. Confirm all outstanding post go live/stabilization items have been closed or transferred to operations. |  |  |
| 1. Review with stakeholders that project goals and objectives (as documented in the project charter) have been achieved. |  |  |
| 1. Ensure all documentation (including updated policy and procedure documents) are complete. |  |  |
| 1. Obtain final acceptance. |  |  |
| 1. Handover system maintenance (including system documentation). |  |  |
| 1. Handover operational support (including operational support guide, user guide). |  |  |
| 1. Complete procurement/contract closure. |  |  |
| 1. Submit final status report(s). |  |  |
| 1. Release project resources and equipment. |  |  |
| 1. Document lessons learned. |  |  |
| 1. Archive project documents. |  |  |
| 1. Cancel standing team meetings. |  |  |
| 1. Transfer responsibility for ongoing benefits measurement to business owner. |  |  |
| 1. Celebrate/publish project success. |  |  |
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