

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Has project documentation been archived for future reference?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

**Gary L. Richardson, Deborah Sater
Carstens**



Project Management Tools Checklist:

Enjoying the Song of Phrase: An Mental Symphony within **Project Management Tools Checklist**

In a world taken by monitors and the ceaseless chatter of instantaneous communication, the melodic elegance and emotional symphony developed by the published word usually fade in to the back ground, eclipsed by the relentless sound and disturbances that permeate our lives. Nevertheless, set within the pages of **Project Management Tools Checklist** an enchanting literary value overflowing with raw emotions, lies an immersive symphony waiting to be embraced. Constructed by a wonderful composer of language, this charming masterpiece conducts readers on a mental journey, well unraveling the concealed songs and profound influence resonating within each cautiously crafted phrase. Within the depths of the moving review, we will investigate the book is central harmonies, analyze their enthralling writing type, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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