

# 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:**

## Reviewing **Project Management Tools Checklist**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Project Management Tools Checklist**," an enthralling opus penned by a highly acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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