

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Has project documentation been archived for future reference?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

RD Boyd



Project Management Tools Checklist:

Eventually, you will totally discover a extra experience and triumph by spending more cash. still when? do you allow that you require to get those every needs behind having significantly cash? Why dont you try to get something basic in the beginning? Thats something that will guide you to comprehend even more almost the globe, experience, some places, subsequently history, amusement, and a lot more?

It is your entirely own time to operate reviewing habit. in the midst of guides you could enjoy now is **Project Management Tools Checklist** below.

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