

# PROJECT CLOSEOUT CHECKLIST TEMPLATE

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PROJECT NAME

PROJECT MANAGER

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TASK / DELIVERABLE	ASSIGNED TO	START DATE	END DATE	PRIORITY	STATUS	TASK COMPLETE?
PHASE 1						
Has team completed all deliverables?						
Have all deliverables met requirements and been approved?						
Have operations and knowledge been transferred?						
If transferring project to a new manager, have they received an updated project plan?						
Have stakeholders been informed of current project status?						
PHASE 2						
Have project accounts and billing been finalized?						
Have security badges been turned in?						



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