[](https://www.smartsheet.com/try-it?trp=11462&utm_source=integrated+content&utm_campaign=/content/project-checklist-templates&utm_medium=Project+Closeout+Checklist+doc+11462&lpa=Project+Closeout+Checklist+doc+11462&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT CLOSEOUT CHECKLIST TEMPLATE**

|  |  |
| --- | --- |
| PROJECT NAME | PROJECT MANAGER |
|  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TASK / DELIVERABLE** | **ASSIGNED TO** | | **START  DATE** | | **END  DATE** | | **PRIORITY** | | **STATUS** | | **TASK COMPLETE?** | |
| 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| Has project documentation been archived for future reference?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 | |  | |  | |  | |  | |  | |  |
|  | |  | |  | |  | |  | |  | |  |
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