**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? |   |   |   |   |   |   |
|   |   |   |   |   |   |   |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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| Has project documentation been archived for future reference?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 |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |