Purpose
The purpose of this document is to provide a quick reference checklist for use by the project manager to ensure that all appropriate activities related to Project Close Out have been addressed.

Checklist

- Have all deliverables been completed?
- Have all deliverables been approved?
- Has a post-project review been performed with the project team, client, vendors and management? The focus of the review is:
  - What worked well?
  - What did not work well?
  - What would you do to improve the next project?
- Has individual performance feedback been given to team members?
- In cases where the team member will receive an annual review from another manager, has the individual feedback been given to that manager?
- Has a project history library been created for easy access by future project teams?
- Have all drawings and specifications been recorded?
- Have project related accounts been closed and all billing finalized?
- If required, has an audit been conducted and the project budget closed?
- Have all security badges been collected or updated?
- Has a lessons learned session been conducted?
- Has a lessons learned database been created?
- Has access to applications been disabled or modified?
- Has a performance evaluation been conducted for vendors & sub-contractors?
- Has appropriate knowledge transfer occurred?
- If transitioning the project to another manager, has an updated project plan for subsequent work and support been provided to the new manager?
- Has management been given a project staffing plan with the schedule for reducing the project?
- Has the new project status been communicated to the project team & stakeholders?
- Has a project turnover memo been drafted, and distributed, that communicates the new status of the project and the new project contact person? At a minimum, this should be sent to everyone who received a copy of the project charter during the Project Initiation phase.