Project Closeout Checklist

quickbooks.

Project Name:	
Project Team Members:	
Project Objectives:	

Check Inputs

- ☐ Project success criteria
- ☐ Project Charter
- ☐ Project management plan
- ☐ Scope statement
- ☐ Project schedules
- ☐ Project budget

Measure Stakeholder Satisfaction

- ☐ Conduct online surveys
- ☐ Run focuses groups on outcome
- ☐ Interview stakeholders

Create Project Closeout Report

- ☐ Project performance
- ☐ Project schedules
- ☐ Gather stakeholder satisfaction results
- ☐ Project budgets and receipts
- ☐ Scope processes and changes
- ☐ Include project review documents
- ☐ List all resources used
- ☐ Storage and archival needs
- ☐ Conduct project reviews
- ☐ Determine any open issues

Conduct Project Review

- ☐ Project performance
- ☐ Team member performance
- ☐ Evaluate processes and procedures used
- ☐ Evaluate allocation of resources

Further Steps

- ☐ Release documents
  - ☐ Internally
  - ☐ Externally
- ☐ Archive data in relevant databases, company archives
- ☐ Thank project team members
- ☐ Celebrate win