

PROJECT CLOSEOUT CHECKLIST TEMPLATE

PROJECT NAME

PROJECT MANAGER

TASK / DELIVERABLE	ASSIGNED TO	START DATE	END DATE	PRIORITY	STATUS	TASK COMPLETE?
PHASE 1		00/00/00	00/00/00	High	Not Started	No
Has team completed all deliverables?		00/00/00	00/00/00	Low	Overdue	No
Have all deliverables met requirements and been approved?		00/00/00	00/00/00	Medium	In Progress	No
Have operations and knowledge been transferred?		00/00/00	00/00/00	High	Complete	Yes
If transferring project to a new manager, have they received an updated project plan?		00/00/00	00/00/00	Medium	Needs Review	No
Have stakeholders been informed of current project status?		00/00/00	00/00/00	High	Approved	No
		00/00/00	00/00/00	Low	On Hold	No
PHASE 2						
Have project accounts and billing been finalized?						
Have security badges been turned in?						
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Has project documentation been archived for future reference?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						

General Notes On Sample Project Closeout Checklist

Waller S. Poage



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Project Management ToolBox Russ J. Martinelli, Dragan Z. Milosevic, 2016-01-05 Boost your performance with improved project management tactics *Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition* offers a succinct explanation of when where and how to use project management resources to enhance your work With updated content that reflects key advances in the project management field including planning implementation control cost and scheduling this revised text offers added material that covers relevant topics such as agility change management governance reporting and risk management This comprehensive resource provides a contemporary set of tools explaining each tool s purpose and intention development customization and variations and benefits and disadvantages Additionally examples tips and milestone checks guide you through the application of these tools helping you practically apply the information you learn Effective project management can support a company in increasing market share improving the quality of products and enhancing customer service With so many aspects of project management changing as the business world continues to evolve it is critical that you stay up to date on the latest topics in this field Explore emerging topics within the world of project management keeping up to date on the latest most relevant subject areas Leverage templates exercises and PowerPoint presentations to enhance your project management skills Discuss tips reporting implementation documentation and other essentials of the project management field Consider how project management fits into various industries including technology construction healthcare and product development *Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition* is an essential resource for experienced project managers and project management students alike [Estimating Building Costs for the Residential and Light Commercial Construction Professional](#) Wayne J. Del Pico, 2023-10-03 *Estimating Building Costs* Few aspects of a construction project are more fundamental than the cost estimate which can mean the difference between a professionally executed project and a financial and legal disaster Properly handled a construction cost estimate can protect both the contractor and the client from losing money on a project The estimate is the first step toward a successful project For contractors therefore the knowledge required to construct an accurate price estimate is critical *Estimating Building Costs for the Residential and Light Commercial Construction Professional* provides this knowledge in a thorough and comprehensive guide It takes readers step by step through the process of constructing a cost estimate and provides guidance for incorporating cost estimates into budgeting scheduling project management and more The result is a fundamental guide to this critical aspect of the construction industry Readers of the third edition of *Estimating Building Costs for the Residential and Light Commercial Construction Professional* will also find Fully updated text to reflect the new CSI MASTERFORMATTM 2020 Analysis of cost considerations quantity takeoff pricing and more Step by step guidance for developing a comprehensive cost estimate All new sections covering scope of work wage scales in the US and a project overhead checklist Considerations for adding profit

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The Building Professional's Guide to Contract Documents Waller S. Poage,1990 Latest changes to AIA prototype contracts Updates on industry documentation Covers all aspects of construction documentation Overview of the primary product of the design professional contract documents Full discussion of professional roles Owner designer and contractor liability **Construction Specifications** William T. Lohmann,1992 A systematic approach to the review of project documents from outline specification through the complete project manual is presented in this book It contains explanatory text and detailed checklists based on industry standards to aid specifiers engineers specialty consultants and designers The book is designed to be used as a reference book to provide descriptions of legal requirements and administrative procedures in order to avoid the costly disputes that can arise during construction **Planning, Performing, and Controlling Projects** Robert Brownell Angus,Norman A. Gundersen,1997 This text explores theory and practice in the design and management of technically oriented projects It outlines a four phase systematic approach and examines its implementation in a real world case study The four phases are the conception phase the study phase the design phase and the implementation phase For each phase the book considers purpose and goal activities definition of the completion of the phase and exercises

Project Management in Practice Jack R. Meredith,Scott M. Shafer,2020-09-01 Project Management in Practice 7th Edition presents an applied approach to the essential tools strategies and techniques students must understand to achieve success in their future careers Emphasizing the technical aspects of the project management life cycle this popular textbook offers streamlined student friendly coverage of project activity risk planning budgeting and scheduling resource allocation project monitoring evaluating and closing the project and more Providing new and updated content throughout the seventh edition s concise pedagogy and hands on focus is ideally suited for use in one semester courses or modules on project management Clear and precise chapters describe fundamental project management concepts while addressing the skills real world project managers must possess to meet the strategic goals of their organizations Integrated throughout the text are comprehensive cases that build upon the material from previous chapters complemented by wealth of illustrative examples tables and figures review questions and discussion topics designed to reinforce key information **Hospitals** ,1989-05

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