



CHECKLIST

PROJECT COMPLETION REPORT

Issue Date: <dd/mm/yyyy>
Revision Date: <dd/mm/yyyy>

Document 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 Completion** have been addressed.

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| | 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: <ul style="list-style-type: none"> • 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. |
| | Have open issues been documented with a plan for resolution after the project has been accepted? |