

Project Name :

Completed By :

Date :

Item	Description	Y	N	N/A	Comments
1	Have all the deliverables been developed and accepted ?				
2	Have the project objectives been achieved ?				
3	Are there any outstanding change requests ?				
4	Are there outstanding major issues ?				
5	Have the necessary sign-off's been obtained ?				
6	Have appropriate charge codes been shut down ?				
7	Have appropriate project staff been reassigned ?				
8	Has a team celebration been held ?				
9	Have lessons learned been documented ?				
10	Is the infrastructure in place to support the completed project ?				
11	Will an evaluation report been required ?				
12	Is a plan in place for the Closure phase ?				
13	Does the project manager have all the necessary data and information for the Closure phase ?				
14	Is the project ready to enter the Closure phase ?				

Other Comments :