

<b>Project Close Out Checklist</b>			
<b>Project Name:</b>		<b>Project Number:</b>	
<b>Sharing Project Results</b>			
Reference library abstract has been submitted.			
Other consulting or sales development/support material have been prepared in accordance with current organizational guidelines (for example, showcase accounts, account references, success stories).			
<b>Client Arrangements</b>			
Client's Project File has been reviewed, organized, and archived.			
Materials borrowed from client during the project have been returned (e.g., hardware, software, documentation).			
Materials loaned to client during the project have been recovered (e.g., hardware, software, documentation)			
<b>Contract Administration</b>			
Expense reports for all team members have been submitted and cleared			
Other administrative requirements for contract closure have been satisfied.			
<b>Archive List</b>			
Location of archived Project File has been added to master list.			
<b>Project and Performance Evaluation</b>			
Project Quality Assurance meeting has been conducted; results filed.			
Project Performance Evaluation has been completed for, and reviewed with, each team member.			
Skills surveys have been updated (team members reminded).			
<b>Project File</b>			
Project Plan has been reviewed and updated.			
Project File has been reviewed and all materials and deliverables updated to meet documentation requirements (see Project File Archive List of this tool).			
Outputs have been inserted in Project File.			
Outdated and unnecessary information has been purged.			
<b>Project File Archive List</b>			
<b>OPPORTUNITY ASSESSMENT</b>			
Opportunity Assessment		Request for Proposal/Request for Information	
Other		Other	
<b>PROPOSAL</b>			
Proposal		Letters of understanding	
Contract		Contract amendments	
Correspondence		Pre-proposal documents (e.g., assessment)	
Other		Other	

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<b>Project Name:</b>		<b>Project Number:</b>	
<b>PROJECT CHARTER</b>			
Project Charter		Project Charter Modifications	
Project Scope and Linkages		Other	
<b>PROJECT PLAN</b>			
Project schedule (original, revisions)		Project cost estimates (original, revisions)	
Other		Other	
<b>CHANGE CONTROL</b>			
Change control process		Change Requests	
Letters of understanding		Correspondence	
<b>RESOURCES</b>			
Organization charts		Project Organization	
Third party documents		Facilities Checklist	
Procedure outlines		Other	
<b>QUALITY ASSURANCE</b>			
Phase Quality Assurance documents		Other	
<b>TIME REPORTING/EXPENSES</b>			
Time reports		Expense reports	
<b>Other Project Documents</b>			
Workgroup and meeting agendas		Meeting reports	
Action items lists		Project Status Report(s)	
Communications plan		Working papers (list):	
Client Project Cost Estimate			
Phase Sign-off			
Project Quality Assurance		Project Close Checklist	
Issue Log			