

# Project Management Process Quality Review

## ***Closeout Phase***

Evaluating the Project management process is critical to determining where changes or improvements are needed. Use this checklist periodically throughout the project lifecycle to assess how well the project progressing.

Phase/Item Description	Yes	No	N/A	If Not, Why?
<b>PROJECT CLOSEOUT PHASE</b>				
The <b><i>Project Close-out Checklist</i></b> was used to ensure all steps are taken to close-out the project.				
<b><i>Lessons Learned Review Template</i></b> was use to gather lessons learned input from team members.				
Customers were surveyed using the <b><i>Customer Satisfaction Survey</i></b> and <b><i>Customer Project Survey</i></b> .				
<b><i>Post Implementation Review</i></b> was conducted to document lessons learned.				
All <b><i>project documentation</i></b> has been archived.				
<b><i>Project Celebration</i></b> was held to acknowledge individual and team contributions.				