PROJECT COMPLETION SIGN-OFF DOCUMENT

PROJECT TITLE		PROJECT MANAGER

PLANNED WORK COMPLETION DATE		PLANNED PROJECT CLOSEOUT DATE	
ACTUAL WORK COMPLETION DATE		ACTUAL PROJECT CLOSEOUT DATE	

ID	ACTIVITY	OWNER	DUE DATE	STATUS	COMMENTS
1	Has the team completed all deliverables?			Not Started	
2	Have all deliverables met the requirements and been approved?			In Progress	
3	Have operations and knowledge been transferred?			Complete	
4	If you're transferring the project to a new manager, have they received an updated project plan?			Needs Review	
5	Have all stakeholders been informed of the current status of the project?			Overdue	
6	Have the project's accounts and billing been finalized?			On Hold	
7	Have all security badges been turned in?				
8	Has a post-project evaluation been carried out?				
9	Has performance been evaluated and feedback delivered to team members?				
10	Has a lessons learned review been conducted?				
11	Has a project closure report been completed?				
12	Has project documentation been archived for future reference?				
13	Has a project closure letter been submitted?				
14					
15					
16					

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