

IT Systems Project Closeout Checklist

Project Name

Project Manager

Date

1. Documentation

Item	Completed	Notes
Final project documentation submitted and archived	<input type="checkbox"/>	<div></div>
User manuals provided	<input type="checkbox"/>	<div></div>
Technical documentation delivered	<input type="checkbox"/>	<div></div>

2. Deliverables

Item	Completed	Notes
All deliverables accepted by customer/stakeholder	<input type="checkbox"/>	<div></div>
Sign-off on deliverables received	<input type="checkbox"/>	<div></div>

3. Financials

Item	Completed	Notes
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Final invoices issued	<input type="checkbox"/>	
All outstanding payments received/paid	<input type="checkbox"/>	

4. Handover & Training

Item	Completed	Notes
System/project handover completed	<input type="checkbox"/>	
User training completed	<input type="checkbox"/>	

5. Support & Maintenance

Item	Completed	Notes
Support/maintenance plan in place	<input type="checkbox"/>	
Contact information communicated	<input type="checkbox"/>	

6. Lessons Learned

Summary of Lessons Learned

Team Members Involved

Additional Comments