

Software Development Closeout Checklist

Project Documentation

- ☐ All project documentation is complete and reviewed
- ☐ User guides and manuals are finalized
- ☐ Technical documentation is stored in repository
- ☐ Release notes are written and distributed

Testing & Quality Assurance

- ☐ All features have passed QA testing
- ☐ All bugs and issues closed or tracked
- ☐ Automated tests are complete and up to date
- ☐ Performance and security testing completed

Deployment

- ☐ Application is deployed to production
- ☐ Rollback plan is documented
- ☐ Deployment verification completed
- ☐ Access and credentials are handed over as needed

Transition & Handover

- ☐ Support and maintenance plan in place
- ☐ Operations team trained and briefed
- ☐ All knowledge transfer activities finished
- ☐ Client acceptance/signoff obtained

Final Steps

- ☐ Project retrospective conducted
- ☐ Lessons learned documented
- ☐ All project deliverables archived
- ☐ Project officially closed