



Project Close-out Checklist

Project Name: *Date:*

Project Number: *Agency:*

Modification Dates: *Prepared by:*

	Item	Status	Comments
1	Post Implementation Evaluation Report (PIER)		
1.1	Document lessons learned.		
1.2	Document project success.		
1.3	Complete the PIER report form.		
1.4	Review the report with stakeholders.		
1.5	Obtain project sign-off.		
2	Archive Project Information		
2.1	Gather all project information.		
2.2	Archive information in project repository.		
2.3	Store all hard copy records in designated area.		
2.4	Release any personnel or facilities.		
3	Financial Closure		
3.1	Close any account charge codes.		
3.2	Notify team members and stakeholders of closure date.		

3.3	Perform contract closure.		
3.4	Conduct final audit.		
4	Celebration of Success		
4.1	Recognize the successes.		
4.2	Recognize team members.		
4.3	Celebrate!		