**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? |   |   |   |   |
| 2 | Have all deliverables met the requirements and been approved? |   |   |   |   |
| 3 | Have operations and knowledge been transferred? |   |   |   |   |
| 4 | If you’re transferring the project to a new manager, have they received an updated project plan? |   |   |   |   |
| 5 | Have all stakeholders been informed of the current status of the project? |   |   |   |   |
| 6 | Have the project’s accounts and billing been finalized? |   |   |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **ACTIVITY** | **OWNER** | **DUE DATE** | **STATUS** | **COMMENTS** |
| 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| 12 | Has project documentation been archived for future reference?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 |   |   |   |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **ACTIVITY** | **OWNER** | **DUE DATE** | **STATUS** | **COMMENTS** |
| 16 |   |   |   |   |   |
| 17 |   |   |   |   |   |
| 18 |   |   |   |   |   |
| 19 |   |   |   |   |   |
| 20 |   |   |   |   |   |
| 21 |   |   |   |   |   |
| 22 |   |   |   |   |   |
| 23 |   |   |   |   |   |
| 24 |   |   |   |   |   |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |