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| --- | --- | --- | --- | --- | --- |
| Project ID: |  | Project Name: |  | Project Manager: |  |
| Review Date: |  | PMO Reviewer: |  | Gate 3 Approved: |  |

**Purpose:** The purpose of this checklist is to review a list of key deliverables and activities to ensure that they have been considered and/or completed before proceeding to the Closeout Phase.

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| **Category** | **Question** | **Response Y / N** | **PMO Review Notes/Comments/Recommendations**  **Provide where Response is “N”** |
| Status Reporting | Ensure weekly status reports have been completed and stored in the project site? |  |  |
| Metrics | Plan to measure Success criteria is identified in the Charter/PMP? |  |  |
| Stakeholder  Communications  (Before Go-Live) | Has training been provided to end users and applicable documentation distributed? |  |  |
| Has the go-live date been communicated to all project stakeholders? |  |  |
| Service Activation | If applicable, has the Change Advisory Board (CAB) been notified 2 weeks prior to the go-live date? (Submit a Request for Change (RFC) to your Manager to take to CAB) |  |  |
| Transition to operations  (Before Go-Live) | Have ITS support groups been advised and provided with documentation regarding their roles in ongoing system support?   * Has the Service Desk been notified and provided with appropriate support documentation and contact information? Have they accepted the documentation? * Have the Windows and/or UNIX support groups been notified and have they acknowledged the notice? |  |  |
| Has the Vendor been notified that their support processes need to be engaged? |  |  |
| For new applications/services:  Has the “service” been added to the Service Catalogue? |  |  |
|  | Has training been provided to support staff and applicable documentation been distributed? |  |  |
|  | Has the Operational support Model been established and implemented? |  |  |
|  | Service Management - Have the transition to operations activities taken place? |  |  |
| Project Documentation | Has the Sponsor given acceptance to proceed with moving the delivered system, service or product into production and stored in project repository. |  |  |
| Have the project schedule/milestones been kept up to date? |  |  |
| Have risks and issues been maintained in the project site? |  |  |
| Have minutes been created for meetings conducted? |  |  |
| Have a decision log and action item list been maintained? |  |  |
| Is there supporting project documentation stored in the project repository (I.e.: minutes, status reports, presentations, User Acceptance Signoff)? |  |  |
|  | Validate that information security and privacy considerations have been addressed. |  |  |
|  | Validate that AODA requirements been met. Has the evidence of AODA validation been stored in the project site? |  |  |
|  | Validate that PCI requirements have been met. Has the evidence of PCI validation been stored in the project site? |  |  |
| Lessons Learned (LL) | Ensure any lessons learned to date have been captured in the project LL log if required. |  |  |
| Non-compliances | Before proceeding to the next PM phase, the following issues/concerns need to be addressed. |  |  |