|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project ID: |  | Project Name: |  | Project Manager: |  |
| Review Date: |  | PMO Reviewer: |  | Gate 4 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 project closure.

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| --- | --- | --- | --- |
| **Category** | **Question** | **Response Y / N** | **PMO Review Notes/Comments/Recommendations****Provide where Response is “N”** |
| Gating Validation | Ensure all outstanding action items have been completed for previous gating reviews. |  |  |
| Project Documentation | Have Lessons Learned been completed and the Lessons Learned Report stored in the project site?  |  |  |
| Are all risks closed in project site? |  |  |
| Are all issues closed in project site? |  |  |
| Are all project change requests (if any) completed and stored in project site? |  |  |
| Are all tasks closed/complete in the project schedule? |  |  |
| Have the transition to operations activities taken place?  |  |  |
| Have project financials been closed off?* Pending invoices have been received and approved.
* Notification to financial groups
 |  |  |
| Is there supporting project documentation stored in the project repository (I.e.: minutes, status reports, presentations, Close-out Report Word Document, Approved Close-out Report)? |  |  |
| Has the project Teams been set to hidden so that it is available for future reference? |  |  |
| Non-compliances | Before closing the project, the following issues/concerns need to be addressed? |  |  |