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| THE UNIVERSITY OF TENNESSEE | *ut* |
| **Health Science Center** |
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**Final Project Review**

**Project Closeout Checklist**

The project is not complete until the answer to all questions below is “Yes” and all key outputs are completed.

1. **SCOPE AND QUALITY**

[ ]  Is the final product/service/result complete AND correct according to the project scope and established quality standards?

1. **TRANSITION TO OPERATIONS**

[ ]  Has the final product/service/result been transitioned to the next phase or to production/operations?

[ ]  Has the product/service/result been added to or updated in the IT Service Catalog?

1. **PROJECT DOCUMENTATION**

[ ]  Have all project documents been finalized and archived?

[ ]  Have lessons learned been documented?

1. **PROJECT RESOURCES**

[ ]  Have project team members been recognized for their contributions and accomplishments?

[ ]  Has the project team been released?

[ ]  Has all contractual work been fulfilled and vendor communications closed?

1. **KEY OUTPUTS**

[ ]  Signed project acceptance and closeout document

[ ]  Transition-to-operations notification document

[ ]  Lessons learned

[ ]  Finalized and archived project documents