

COMPANY LOGO

Project Contract Closeout Checklist

PLEASE PURCHASE THE

Project Number

Project Name

Project Manager

		Yes	No
1.	Review and resolve any open items and outstanding items:	<input type="checkbox"/>	<input type="checkbox"/>
1.1	Contract (such as Change Request, Purchase Order, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Project Risk & Issues Log	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Project Change control Log	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Post-project support(such as Knowledge Transfer, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Warranties	<input type="checkbox"/>	<input type="checkbox"/>
2.	Record final inspection of deliverables from the seller.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Record final results of deliverables as part of the project file.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Schedule a procurement audit meeting with the seller.	<input type="checkbox"/>	<input type="checkbox"/>
5.	When applicable, forward the findings from the procurement audit to the Contract Administrator.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Schedule a closeout and Transfer meeting with the seller.	<input type="checkbox"/>	<input type="checkbox"/>
6.1	Return of Identification Badges.	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Return of proprietary materials.	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Obtain final signatures on administrative release forms.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Formally release the seller's resources from the project.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Obtain final invoice request from the seller.	<input type="checkbox"/>	<input type="checkbox"/>
9.	If applicable, send invoice request to Contract Administrator.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Send a copy of the project related documentation as part of the contract file to the Contract Administrator.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Send a letter to the seller certifying the satisfactory completion of the seller's deliverables (work packages).	<input type="checkbox"/>	<input type="checkbox"/>
12.	Archive the contract file information, as part of the project records during the project closeout & transfer activities.	<input type="checkbox"/>	<input type="checkbox"/>



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Comments