

Project Evaluation and Closeout

(Reference SOP: _____)

Title:	
Project No.:	

Project team members present at closeout meeting:

Others:

Meeting Objective: To ensure all objectives were met and to share lessons learned. Use the following checklist to close and the questions to help evaluate and summarise the project.

1. Did we meet the intent of the Project Statement?
2. How well were project objectives satisfied?
3. What, if any, changes were made to the project plan after implementation started? Why?
4. How well did this project stay on schedule?
5. How did our actual use of resources compare to the plan?
6. How well did the team work together?
7. How will you improve the next project you do?
8. Has risk assessment been completed by Supplier/In-House assessment; refer to Risk Assessment Report?

Closeout checklist

- Deliverables all completed
- Project accounts closed ie. Capital Closeout
- End users, all Project Team Members and sponsors notified of project close and outcome
- Project File completed and logged into Database & Engineering Coordinator notified

Signature of Project Coordinator :

Date: