

Project Close-Out Planner - Internal View					
Client:	Project Name:		Project Number:		
Project Manager:		Date Prepared:			
Project Time Line		End Project Financial Model			
Project Start Date:		Element	Start Project	End Project	Explanation
Planned End Date:		REVENUE			
Actual End Date:		Services			
Reasons - End Date Extension		S/W			
		H/W			
		MARGIN			
Client's Response to Extension		Services			
		S/W			
		H/W			
Close-Out Checklist			Response		
1. Did we meet client objectives?					
2. Did we exceed client expectations?					
3. Did we deliver on time & schedule?					
4. Did we provide value to the client?					
5. Have we received a sign-off acceptance on the final deliverable?					
6. Will client provide a reference?					
7. Will client purchase additional services from Pmlg?					
8. Did we send the final invoice?					
9. When do we expect payment?					
10. Did we have adequate resources to do this project?					
11. Did we have the right skill sets for this project?					
12. Are all required working papers in the Client Working Paper file?					
13. Is all equipment returned?					
14. Have Consultant Assessment Documents been prepared for all					
15. Has a Post-Project Review been conducted with the client?					
16. Has a QuEST Evaluation Document been completed?					
17. Has a Success Story been created?					
18. Has a Lessons Learned Document been created?					
19. Did we (or are we) being awarded follow-on project(s)?					
20. Has the Controller been notified of Project Close-Down?					