

Project Close Audit & Review Checklist

The following provides a detailed checklist to assist the PMO with reviewing readiness to close a project:

For each item, review the data within the PPM tool, record the results in the results column. Upload the completed checklist into the PPM tool under the references tab.

Verify it's accuracy, if any of the items below do not pass, reject the closure by clicking "need more information" and send the project closure request back to the project manager requesting additional information.

Item	Result
WORKPLAN: Is the Workplan Complete? All tasks including the Project Level Task?	
WORKPLAN: Do the actual hours entered into the workplan match the hours entered into Peoplesoft?	
STAFFING PROFILE: Is the Staffing Profile status marked Completed?	
FINANCIAL SUMMARY: Are the actual hours entered into the workplan x \$50 present?	
FINANCIAL SUMMARY: Does the Forecast Non Labor and External Labor match the encumbered amount in the Financial Summary?	
FINANCIAL SUMMARY: Does the Actual amount in the Financial summary for Non Labor and External Labor match the invoice amount in the PO?	

Audit Completed by: [name]

Audit Date: [Date]