

Project Task Completion

	Initial if completed
Have all work orders been completed if the task was hired out?	
Have all contracts been completed if the task was hired out?	
Have all deliverables been completed?	
Have external certifications and authorizations been signed and approved?	
Have all payemnts to vendors and contractors been made?	
Have all costs been charged to the project?	
Have project accounts been closed?	
Have remaining project funds been returned?	
Have project plans and supporting documentation been updated and archived?	
Have final project reports been prepared and distributed?	
Has excess project material been dealt with?	

Adapted from: Richman, L. (2002). Project management: Step-by-step . New York: AMACOM.