

Project Post-Implementation Checklist

Project Review

- All project objectives and deliverables have been met.
- All documentation is complete and organized.
- Project outcomes reviewed with stakeholders.

Knowledge Transfer & Training

- Knowledge transfer sessions conducted with relevant teams.
- All users have received required training.
- User guides and reference materials distributed.

System Testing & Validation

- System and user acceptance testing completed.
- All critical and major defects resolved or documented.
- Performance and security tests executed.

Operations Handover

- System monitoring procedures established.
- Support/maintenance responsibilities assigned.
- Contact and escalation lists updated.

Closure & Lessons Learned

- Post-implementation review conducted.
- Lessons learned documented.
- Project officially closed and archived.

Sign-off: _____ Date: _____