

# 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.

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Sign-off: \_\_\_\_\_ Date: \_\_\_\_\_