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# ITS PMO Project Closeout

## Project Name: <name>

## Project End Date: <date>

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Status | Link to Artifact |
| 1 | Customer/Primary Stakeholder Sign off |  |  |
| 2 | Critical Success Factors updated |  |  |
| 3 | Project Plan updated |  |  |
| 4 | Action Items closed |  |  |
| 5 | Open Issues closed (No show-stoppers remain) |  |  |
| 6 | Post-production support completed |  |  |
| 7 | Support transitioned out of project management |  |  |
| 8 | Lessons Learned completed |  |  |
| 9 | Project Closeout meeting performed |  |  |