|  |  |  |
| --- | --- | --- |
| **Closeout Meeting Agenda** | **Project:** |  |
| **Phase:** | Closeout |
| **Date:** |  |
| **Time:** |  |
| **Attendees:** |  |
| **Agenda Items** |
| 1. Meeting Objective: **Project Review – Post Completion**
2. Closeout Topics:
	1. Project Outcome Effectiveness
	2. Scope Management
	3. Budget Management
	4. Schedule Management
	5. Quality Management
	6. Risk Management
	7. Issue Management
	8. Communications Management
	9. Acceptance Management
	10. Implementation Management
	11. Transition Management
	12. Project Team Performance
	13. Process Effectiveness
	14. Relocation of Folders
	15. Budget Close-Out
	16. Security
3. What went well?
4. What could have been better?
5. Roles/Responsibilities turnover
6. Project Overview
 |
| **Decisions Made** |  |
| **Follow-up Action Items** |
| **Item** | **Responsible Person(s)** | **Target Date** |
|  |  |  |
|  |  |  |
|  |  |  |