

## Reclamation Manual

### Directives and Standards

---

#### Project Closeout Checklist (to be completed by Project Manager)

**Project/Job Name:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_

Recommended milestone dates for the activities below are 100 percent (SPECB) and construction substantially complete or project complete (COMP) milestones. Milestone definitions can be found in the Final Design Process Guidelines.

1. \_\_\_\_\_ Verify that all reports and drawings related to design and construction are complete.
2. \_\_\_\_\_ Conduct debriefing and discussion with the Project Management Group. (Project Manager begins to document the lessons learned.)
3. \_\_\_\_\_ Arrange closeout meeting or conference call with clients and stakeholders (and team members if required). See footnote.
4. \_\_\_\_\_ Distribute lessons learned, project evaluation, project closeout summary, and completion report.
5. \_\_\_\_\_ Perform recordkeeping in accordance with Federal records policies and procedures in accordance with the Reclamation Manual Directive and Standard, *Information Management* (RCD 05-01).
6. \_\_\_\_\_ Develop final project status report and distribute as appropriate.
7. \_\_\_\_\_ If an unspent balance remains in the cost authorities, reallocate funds as appropriate.
8. \_\_\_\_\_ Close cost authorities as appropriate for the project phase.

**Note: List of Stakeholders.** Who has interest in the project? Examples are design team members, the project leader from the Reclamation project/program office coordinating the project, Reclamation line management with staff working on the project, the project manager or designated contact representing the non-Reclamation client (i.e., end user or other non-Reclamation entity with an operational or financial role in the project), and other involved government agencies. Be sure to include both financial and technical stakeholders.