

## **Project Transition/Closeout Strategy Checklist**

This Project Transition and Closeout Strategy should be part of the Project Execution Plan and should address the requirements and criteria:

- Attaining both initial and final operational capability;
- Analyses and documentation required for CD-4
- Methodology to be employed for capturing “Lessons Learned” for future similar projects.
- A facility/system training program (formal or informal as needed) to facilitate transfer of knowledge regarding the operation and maintenance of the system.
- System/facility Checkout or walk-down.
- Final methods to be employed to assure full operational capability.
- Formal Readiness Reviews if required.
- Safety walk-down (for facilities). For non-facility projects perform a final safety inspection.
- System functional testing to assure that the functional/operational characteristics meet both the technical specifications/drawings and the functional and performance requirements of the scope baseline
- Documentation required for both technical and administrative closeout
- Closing down the project