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PHASE-EXIT REVIEW CHECKLIST CONTROL PHASE

Project Name :

Completed By :				Date :	

Item	Description	Y	N	N/A	Comments
1	All the deliverables been developed and accepted?				
2	All project objectives been achieved?				
3	All change requests been completed?				
4	All major issues been handled?				
5	All necessary signoffs been obtained?				
6	All appropriate charge codes been shut down?				
7	All appropriate project staff reassigned?				
8	Team celebration been held?				
9	All lessons learned compiled and documented?				
10	All infrastructure in place to support the completed project?				
11	All requirements for Closure phase identified?				
12	Plan in place for the Closure phase?				
13	Project manager has all the necessary data and information for project closure?				
14	Project ready to enter the Closure phase?				

Other Comments :

Are you looking for help with project management ? You've come to the right place. We work with, and train, individuals and organizations, to improve their project management capabilities. With offices in Seattle, WA, and Tucson, AZ, we help local businesses, nonprofits, and government organizations around the country.

Project Management Training

Project management is being increasingly recognized as a vital skill-set for many positions, not just those with the title of project manager. Our style of training is very interactive—participants work on projects from their own organizations, utilizing tools and templates we use every day to manage real projects. We consistently receive excellent ratings from training participants, and have experience conducting project management theory training and Microsoft Project training for both large and small organizations.

We offer a variety of courses, which are available on an open-enrollment, on-site, and on-line basis. Please call us at **1-866-PM-ASSIST** if you are looking for any kind of project management related training.

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- **Project Management Introduction (1 day)**
- **Project Management Principles (2 days)**
- **Project Management Fundamentals (3 days)**
- **Project Management Skills for Success (5 days)**

- **Project Management Foundation Course (7 days)**
- **CAPM Certification Preparation (5 days)**
- **PMP Certification Preparation (5 days)**
- **Building High Performance Project Teams (1 day)**
- **Microsoft Project Best Practices Level 1 (1 day)**
- **Microsoft Project Best Practices Level 2 (1 day)**

Get the Project Management help you need, today

Key Consulting consults with organizations of all sizes to improve the management of their projects. Using project management tools and techniques, combined with our broad industry experience, we help you:

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- Resolve your project issues more quickly, in productive team meetings
- Reduce your project risk

resulting in successful projects, completed on-time, below budget, and within scope. We can also supply project managers on a full-time basis for larger projects, and on a part-time basis for smaller clients and projects. Our senior project managers are all certified as Project Management Professionals by the Project Management Institute (PMI®).

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