This checklist is intended to help project managers make sure they complete all tasks at the end of the project. At a minimum, please keep an electronic copy in the project folder.

### Project Number:

<table>
<thead>
<tr>
<th>Work Program Year:</th>
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<tr>
<td>OPR Project Manager:</td>
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### Title:

#### Administrative

- All tasks identified in the project proposal were completed
- If all tasks were not completed, please list which were not and why:

  - The final report has been submitted and accepted by the technical lead office/Research Division
  - All other final deliverables have been received (e.g. software, users manual, data files, etc.)
  - The final report and two-page summary have been disseminated
  - The final report and two-page summary have been posted on the S drive and the Research Report page on SHA website
  - The final report and two-page summary w/SHA’s changes have been sent to the P.I.
  - Quarterly reports and draft reports have been deleted from the S drive and all non-essential project files have been deleted from the N drive project folder
  - The project database record has been updated and the project status has been changed from “Active” to “Complete”

#### Financial

- The final invoice was approved and sent to the Office of Finance
- Was any equipment over $500 purchased as a part of this project?
  - If yes, has SHA received the equipment? If the answer is no, why not?

- Can the project number be closed in FMIS?

#### Implementation

- Please list the main outcomes/findings of this project:

  - Is there a plan to implement the findings?
  - If yes, who is responsible? If the answer is no please explain why the findings will not be implemented:

#### Additional Project Comments/Notes

The principal investigator and SHA have met all contractual and financial obligations for this project:

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Project Manager

Research Program Manager

Date:

Date:

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