

# Project Closeout

Project Title:

**Goals** Did the project meet the goals outlined in the charter? What were the accomplishments? What were the lessons learned?

**Resources** What resources and tools were most beneficial to the development of the project?

**Process** What comments can you provide to help us in the planning and development of future projects?

## Checklist

- ☐ Project conclusion satisfied client goals
- ☐ A plan for project maintenance is in place
- ☐ Documentation has been uploaded to channels accessible to stakeholders
- ☐ The final project report has been shared with the stakeholders
- ☐ A one-paragraph project blurb with a one-sentence bio has been submitted for publicity purposes

**Documentation** Please provide a link and description of the type of documentation available for this project: