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| CLOSE CHECKLIST | | | | |
| **Project Name:** | | | | |
| Prepared By: | | | | Date: |
| **DONE** | **N/A** |  |  | |
|  |  | Evaluate task list | | |
|  |  | Confirm fulfillment of project scope | | |
|  |  | Confirm fulfillment of all Project Change Requests | | |
|  |  | Complete procurement closure | | |
|  |  | Document lessons learned | | |
|  |  | Submit final status report to key stakeholders | | |
|  |  | Seek feedback from key stakeholders | | |
|  |  | Obtain all necessary signoffs | | |
|  |  | Archive project documents | | |
|  |  | Publish success | | |
|  |  | Celebrate project close with rewards and recognition | | |