Confirm all work tasks are completed and project deliverables meet project requirements

* **Review All Work Tasks**: Ensure each task assigned has been marked as completed.
* **Cross-Verify With Project Deliverables**: Cross-reference the completed tasks with the project deliverables list.
* **Quality Assurance**: Perform quality checks to ensure that all deliverables meet the predefined project requirements.
* **Stakeholder Approval**: Obtain final approval for completed tasks and deliverables from key stakeholders.
* **Documentation**: Make sure all work and decisions are fully documented to maintain project transparency.
* **Team Feedback**: Gather feedback from the team on the completion of tasks and any challenges faced.
* **Final Review**: Conduct a final review to identify any overlooked aspects or additional improvements needed.
* **Project Closure**: Formally close the project only when all tasks and deliverables have been confirmed to meet the required standards.

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# Present project to stakeholders and train stakeholders in project outcomes if required

Project Overview

* Discussion on the Objectives that led to the inception of the project.
* Explanation of the Scope outlining the boundaries and deliverables.
* Review of the Key Milestones achieved during the project lifecycle.

Training Session

* Getting Started Guide: Step-by-step instructions tailored for ease of understanding.
* Hands-On Activities: Interactive sessions to practice using the new system or process.
* Q&A: Addressing any questions or concerns from stakeholders.

Best Practices and Tips

* Sharing insights on how to maximize the benefits of the project outcomes.
* Discussing common pitfalls and how to avoid them.