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| Project Title: |  |

Project Closure Checklist

INSTRUCTIONS:

Follow the steps below to properly close your project.

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| 1 | Review Your Project Management Plan Ensure scope and requirements have been met. |
| 2 | Get Approvals and Signatures Obtain full stakeholder approval or customer satisfaction and make sure they sign off on deliverables. Close any contracts and agreements with internal resources and vendors. |
| 3 | Document Lessons LearnedGather feedback from your stakeholders and create a lessons learned document that will help foster success for your next project. |
| 4 | Settle Payments Process outstanding invoices, or any other monetary agreements. Record variances, cost efficiencies, and other financial information and add them to your lessons learned. |
| 5 | Finalize Reports Concentrate on insight-generating reports that will help foster success in your next project. |
| 6 | Index/Archive Project Documentation Archive your project management plan. You can also include things like meeting minutes, financial documents, contracts, etc. This will contribute to historical information for those who come after you and need a reference point. |
| 7 | Release Project Resources Free up team members and resources that are scheduled for other projects. |
| 8 | Handover Project Ownership Transfer management of the project to the new owner. |
| 91 | Conduct a Project Closeout Meeting Hold a final project meeting with team members, stakeholders, and the new project owners to officially transition the project. You can request feedback for your lessons learned document. |
| 10 | Finish Up and Celebrate Throw your team members a party or take them out to lunch. Show your appreciation for their hard work. |