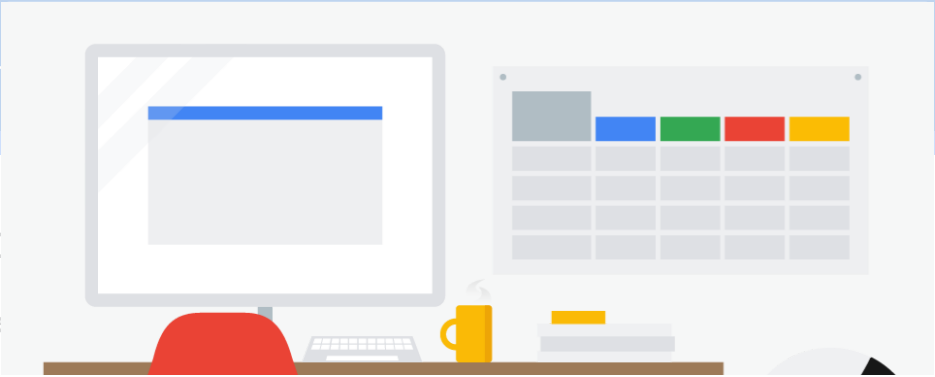# Closing a project
Infographic and categorization

Conduct closing proc

Select each of the circles in the

closing process.
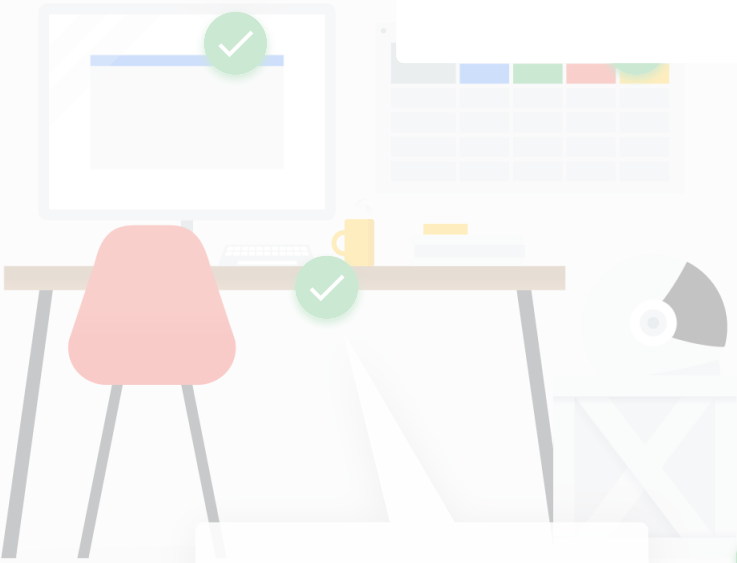
Put together closing
documentation

Put together closing documentation

Compile your closeout report and add the notes from your recent team retrospective. Together, these documents represent the consensus of your team regarding what went well and what needs improvement.
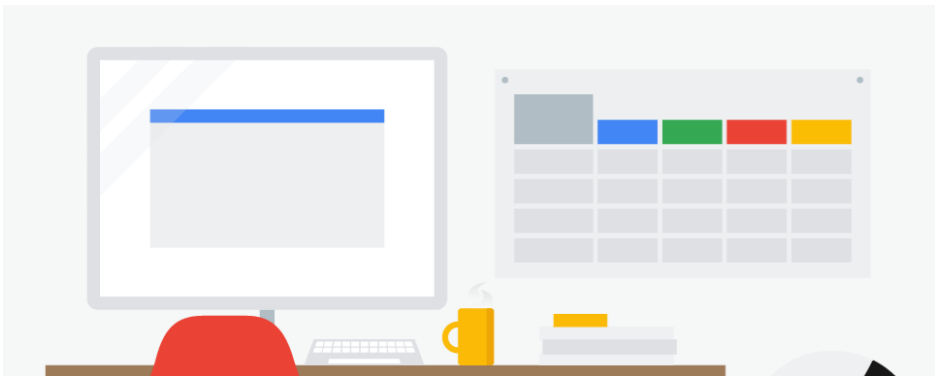
GOT IT

any necessary
ork

Make sure all stakeholders are
aware that this phase is ending

Conduct administrative closure
of the procurement process

Next: project closeout reporting

Put together closing documentation

Compile your closeout report and add the notes from your recent team retrospective. Together, these documents represent the consensus of your team regarding what went well and what needs improvement.