End-of-Project Checklist Template

Project Information

Project Name: Date: Project Manager: Team Members:

Checklist

- [ ] All project deliverables completed and approved
- [ ] Final project report prepared and shared
- [ ] Documentation organized and stored
- [ ] Lessons learned documented
- [ ] Client sign-off received
- [ ] Budget and expenses finalized
- [ ] Resources reassigned/released
- [ ] All contracts closed
- [ ] Stakeholders notified of project closure
- [ ] Celebration/recognition organized

Notes

Add any notes here...

Sign-Off

Project Manager Signature:

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Date:

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