

Project Closing Procedures Checklist

Administrative Closure

- Confirm all project deliverables are completed and accepted
- Prepare and submit final project report
- Conduct final project review meeting
- Archive project documents and files
- Release project resources and assets

Contractual & Financial Closure

- Issue final invoice and confirm all payments settled
- Close all project contracts and agreements
- Complete financial closeout and reconciliation

Lessons Learned & Feedback

- Collect feedback from stakeholders and team members
- Document lessons learned and best practices
- Share lessons learned with organization

Project Handover

- Handover completed deliverables to client/end-users
- Provide support documentation/training as required
- Obtain formal project acceptance/signoff