

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
