

# Project Closure Documentation Checklist

## Project Information

- Project Name: \_\_\_\_\_
- Project Manager: \_\_\_\_\_
- Date: \_\_\_\_\_

## Checklist

1.  Final deliverables submitted and accepted
2.  All project objectives met
3.  Acceptance/sign-off received from stakeholders
4.  Outstanding issues and risks documented
5.  Lessons learned documented
6.  Project documentation archived
7.  Contracts/agreements closed
8.  All invoices submitted/paid
9.  Project team released/reassigned
10.  Stakeholder communications finalised

## Additional Notes

Enter any additional notes or comments here...

## Signatures

- Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_
- Stakeholder/Client: \_\_\_\_\_ Date: \_\_\_\_\_