

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: _____