Project Completion Checklist Template

Project Details

Project Name

_____

Project Manager

_____

Completion Date

_____

Department

_____

Checklist

✓	Task	Responsible	Notes
☐	All deliverables are completed	_____	_____
☐	Client sign-off received	_____	_____
☐	Documentation delivered	_____	_____
☐	Final budgets submitted	_____	_____
☐	Team debrief held	_____	_____

Additional Comments

_____

Note: Use this checklist to ensure all critical project closure tasks are addressed before formal completion.