

Project Finalization Checklist Template

General Completion

- ☐ All project deliverables are completed
- ☐ Project documentation is up to date and archived
- ☐ Stakeholders have received final project reports

Financial Closeout

- ☐ All invoices are paid and expenses accounted for
- ☐ Budget review and final financial report completed

Client Handover

- ☐ Client sign-off on project completion
- ☐ All deliverables and resources transferred to client

Team & Resources

- ☐ Team debrief and feedback session completed
- ☐ Resources and equipment returned or reassigned

Lessons Learned

- ☐ Post-mortem/lessons learned session conducted
- ☐ Lessons learned documented and archived

Comments/Notes:

Enter details or additional notes here...

Sign-Off

- ☐ Project finalization approved by project manager
- ☐ Project archived and closed in project management system