

# 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