

Project Termination Checklist Template

Project Name:	
Project Manager:	
Project ID/Code:	
Termination Date:	

Checklist

	Item	Notes
<input type="checkbox"/>	All project deliverables completed and accepted	
<input type="checkbox"/>	Final project report prepared and distributed	
<input type="checkbox"/>	Client/customer sign-off obtained	
<input type="checkbox"/>	Project documentation archived	
<input type="checkbox"/>	Financial accounts closed and reconciled	
<input type="checkbox"/>	Resources released/reassigned	
<input type="checkbox"/>	Lessons learned documented	
<input type="checkbox"/>	Final meeting with stakeholders completed	

Comments

Sign-off

Project Manager Signature:

Date:

Client/Stakeholder Signature:

Date: