

Project Wrap-Up Checklist

1. Final Deliverables

1. ☐ All project deliverables have been submitted.
2. ☐ Client sign-off or approval obtained.
3. ☐ Documentation packaged and delivered.

2. Administrative Closure

1. ☐ Final invoices submitted.
2. ☐ Project files archived.
3. ☐ Contracts and agreements completed/closed.

3. Knowledge Transfer

1. ☐ Key learnings documented and shared.
2. ☐ Project handover complete (if applicable).

4. Team Review

1. ☐ Performance and effort recognized.
2. ☐ Retrospective/lessons learned session held.

5. Client Feedback

1. ☐ Client feedback collected.
2. ☐ Feedback/action items documented.