

# 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.