

PROJECT CLOSEOUT CHECKLIST



1. Lessons Learned

Identify and document lessons learned.

- Gather the project team. Discuss and document: What worked well? Where can we improve? Anything else you want to know?
- Highlight important issues that will help improve the quality, value, workflow, speed of completion, cost-efficiency, and team synergy of the next project.
- Use this information in your Final Presentation.



2. Survey

Assist the team with conducting a survey.

- Determine if the project objectives were met.
- Measure satisfaction.
- Use the results in your Final Presentation.



3. Final Presentation

Create a final report or presentation and use it to conduct a project closeout meeting.

- Create a final report/presentation that you can present to your Sponsor and other audiences.
- Include a Project Overview, Survey Results, Lessons Learned, and What's Left.
- Present the final report prior to conducting your Celebration.



4. Celebration

A celebration and camaraderie can help energize everyone for the next project.

- Keep it short. Make it fun.
- Leverage pieces from your final report/presentation – not everyone remembers (or knew) all the details of the project, so don't forget to include a project recap.
- Ask your Sponsor to share a few words.



5. Archive

Archive project documentation.

- Archive documents used in the project, including project files, recorded meetings, and your project board (like Monday.com or other software).
- When you sign off with your Project Sponsor, explain what was archived.



6. Sign Off with Sponsor

Review the project scope, the deliverables, and all the completed closeout items.

- Ensure 100% satisfaction.

OTHER CLOSEOUT ITEMS, IF NEEDED

- Transfer management of the completed project to the new owner.
- Settle payments.
- Close out with any vendors.

Hooray, you did it!