

# Project Closeout Documentation Checklist

## Project Information

Project Name	
Project Manager	
Date	

## Checklist

Item	Completed	Comments
All deliverables completed		
Client acceptance received		
Final project report/documentation		
Lessons learned capture		
Project files archived		
Contract/Financial closeout		
Resources released		
Equipment returned/Disposed		
Stakeholder notification		
Post-implementation support plan		

## Additional Notes