Project Closeout Documentation Checklist

- ☐ Final project report completed
- ☐ Lessons learned captured
- ☐ All deliverables submitted
- ☐ Client sign-off/approval received
- ☐ Financial closure and final invoices processed
- ☐ Project documentation archived
- ☐ Team debrief and recognition held
- ☐ Contract closure and legal requirements met
- ☐ Release of project resources

Additional Notes