Product Launch Project Closeout Checklist

Project Name

Project Manager

Launch Date

Team Members

Checklist

☐ Final project report completed

☐ Post-launch review conducted

☐ All project tasks closed

☐ Client/Stakeholder sign-off received

☐ All documentation archived

☐ Budget closed and finances reconciled

☐ Lessons learned documented

☐ Success criteria met

Comments / Notes