

Project Closeout Checklist

A step-by-step guide to closing a project cleanly and capturing what you learned.

Finalize Deliverables

- ☐ Confirm every deliverable is complete against the scope
- ☐ Run a final quality check on each output
- ☐ Resolve any outstanding defects or punch-list items
- ☐ Hand over final files in the agreed formats
- ☐ Verify the client or sponsor can access everything

Test access links before declaring delivery done.

Secure Sign-Off and Approvals

- ☐ Compare results against the original success criteria
- ☐ Walk the sponsor or client through the final deliverables
- ☐ Obtain written acceptance and sign-off
- ☐ Close out any open change requests
- ☐ Confirm there are no disputed items remaining

Settle Finances and Contracts

- ☐ Reconcile the final budget against actual spending
- ☐ Submit and confirm payment of all invoices
- ☐ Close purchase orders and vendor contracts
- ☐ Cancel or transfer any recurring subscriptions
- ☐ Record the final cost for future estimates

Accurate actuals improve the next project's budget.

Capture Lessons Learned

- ☐ Gather feedback from the team and stakeholders
- ☐ List what went well and should be repeated
- ☐ List what went wrong and how to avoid it
- ☐ Review actual performance against the plan
- ☐ Document recommendations for future projects

Store lessons where the next team will actually find them.

Archive and Document

- ☐ Collect all final documents, files, and reports
- ☐ Organize and label files in a shared archive
- ☐ Back up critical data in a secure location
- ☐ Update any registers, asset lists, or records
- ☐ Note who owns the archive going forward

Release Resources and Close Out

- ☐ Release team members back to other work
- ☐ Recover or reassign equipment and licenses
- ☐ Revoke access that is no longer needed

Removing stale access reduces security risk.

- ☐ Thank the team and recognize their contributions
- ☐ Send a final closure note to stakeholders
- ☐ Formally mark the project as closed