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