

Project Close Checklist Template

Project Name:
Project Sponsor:
Service Owner:
Project Manager:
Document Date:



1. Lessons Learned

1.1 Did the delivered project meet the specified requirements and goals of the project?
Was the customer satisfied with the end product(s)? If not, why not?

1.2 Were costs budgets met? If not, why not?

1.3 Was the schedule/timeline met? If not, why not?

1.4 Were risks identified and mitigated? If not, why not?

1.5 What bottlenecks or hurdles were experienced that impacted the project?

1.6 What could be done differently on the project?

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2. Closure Checklist

#	Item	Yes/ No	Comments (if any)
1	Completed any outstanding tasks		
2	Completed any pending deliverables		
3	Identified and documented all outstanding issues		
4	Assigned unresolved issues to relevant resources		
5	Obtained Project Sign-Off		
6	Paid all invoices		
7	Held lessons learned meeting with the team		
8	Communicated project's closure with the stakeholders		
11	Gathered all project metrics		
12	Archived information in project repository		
13	Stored all hard copies in designated areas		
14	Released project team		
15	Closed the project formally		
16	Celebrated success!		