**Closing a Project Checklist**

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|  | **Get Sign-Off**: Deliver the product and the associated documentation to the stakeholders to receive sign-off. |
|  | **Advise Next Steps**: Provide follow-up action recommendations to help hand off the project to the stakeholders or clients. This will ensure that they can support the product after the original project team disbands. |
|  | **Release Resources**: Wrap up contracts, pay final invoices, and release or reassign all remaining resources (whether equipment or people) from the project. |
|  | **Update All Documents** |
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|  | Configuration Item Record: This document is created at the start of the project if the project’s change control approach requires it. The document notes the history, status, approvals, and version of each configuration item and the relationships among different versions throughout the process. |
|  | Benefits Management Approach: In this document, list all the benefits of the product and how to measure them once the project handover is complete. |
|  | Lessons Report: This document should capture key learnings from the project, both positive and negative, for reference in future projects. The project manager should review the project’s objectives and strategies, the final deliverables, and the team performance. |
|  | End Project Report: Create this report during project closure. Include any ongoing risks or, quality assessments, and recommended follow-up actions for the owners of each deliverable. Part of this report might be filled in only after the project manager has already handed off the project, but the project board will evaluate this report before formally closing the project. |



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