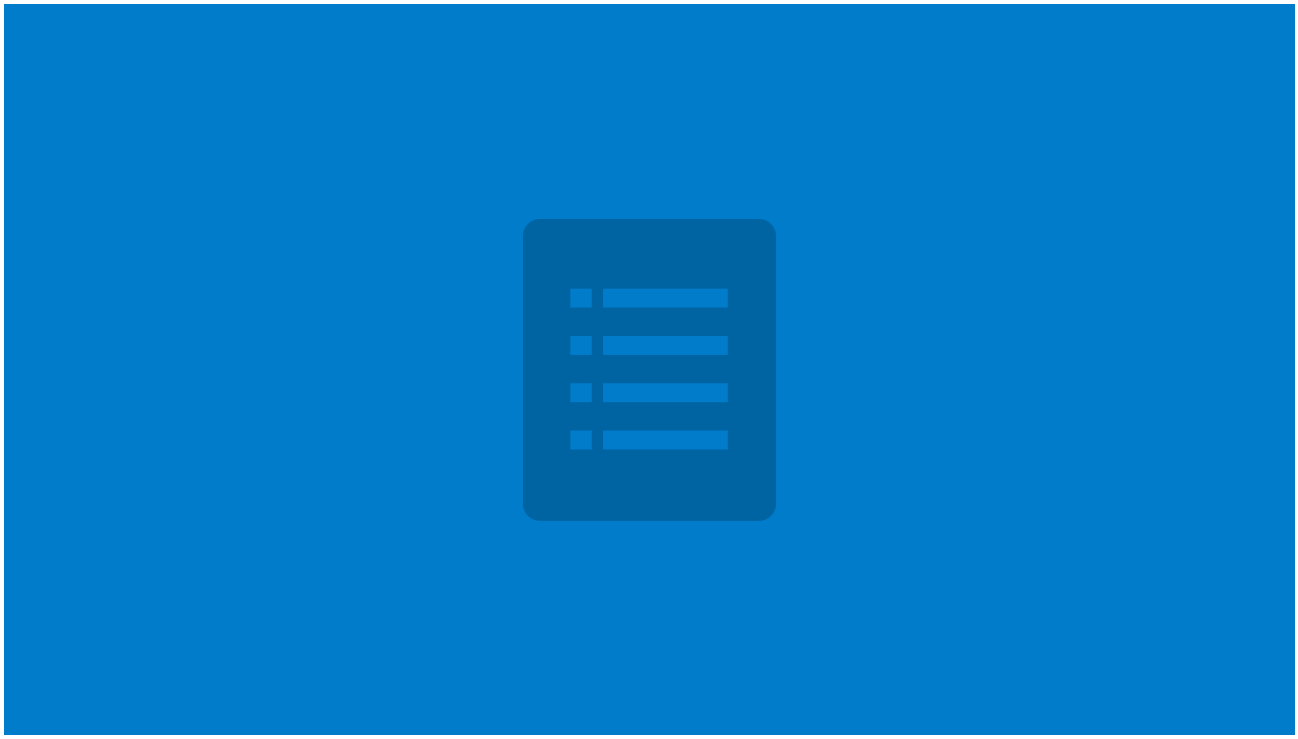
How To Successfully Close A Project

Project Closure Checklist



- [ ] No items left over from any plans or timelines that weren't completed.
- [ ] All items left "for are taken Care Of.
- [ ] A "project is done" email/announcement has gone out internally.
- [ ] A "project is done" email has gone to the client with important info.
- [ ] Project retrospective is done.
- [ ] Feedback is collected from client.
- [ ] Your teammates have been thanked appropriately by you personally.
- [ ] You've followed all company-required closure procedures,
- [ ] You've given yourself the highest high-five you can give - outside, in the fresh air, while clearing your head.

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