

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.