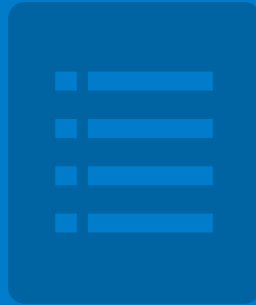# Checklist To Close A Project

Here's a handy checklist that will help you touch all the bases when closing your next project.

- [ ] Deliverables are handed off and signed off by stakeholders
- [ ] All documents are organized and signed by the appropriate person
- [ ] Financials: pay off all invoices and close out all project-related contracts
- [ ] Finalize all project reports and archive them for future reference
- [ ] Assign transition support person to shepherd the project after completion
- [ ] Release or reassign project resources, which include people and equipment
- [ ] With project management software, project closure is more efficient
- [ ] Don't neglect to celebrate a successful project, everyone deserves it