THE END.

PROJECT CLOSING CHECKLIST

Project closing is an often-neglected opportunity to engage with your project team and stakeholders by gathering feedback and conducting assessments that can be used by your organization long after the project ends.

Use our **simple checklist** to close your projects and support a more useful and consistent project workflow.

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PROJECT CLOSING CHECKLIST

Release Deliverables
Hand off final deliverables to stakeholders and/or implementation team.

Deliverables Impact Assessment
Assess the impact of project deliverables or plan for future assessment.

Notify Stakeholders
Notify key stakeholders and present final report(s).

Release Resources
Release any equipment or resources used by the project.

Consider Sustainability
Identify needs for sustaining or maintaining project deliverables.

Project Retrospective
Conduct a project retrospective and document key takeaways.

Release Project Team
Express gratitude and release the project team.

Project Impact Assessment
Assess the project's approach and impact on the organization and stakeholders.

Project Documentation
Gather and make project documents (reports, assessments, etc.) accessible.

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PROJECT SUPPORT

Our Project Management Solutions are designed for mission-driven environments. Our **project coaching** can help you turn ideas into action, or you can leave it to us to ensure your project runs smoothly with **hands-on management of your project.** We also offer **project workflow services** to help create consistent success across your organization's portfolio of projects, programs, and teams.

Schedule a free, no-obligation consultation to talk about your project needs:

LET'S TALK PROJECTS

Need help now? Schedule a 1-hr Project Coaching Session:

PROJECT COACHING

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