

Project Closure Checklist

- Handover and Sign-off:** Hand the products or deliverables of your project over to the new beneficial owner, and get formal sign-off that they are accepted.

- Project Review:** Review your project against its time, cost and quality objectives, and schedule your Outcomes Review, typically for 6 to 18 months after handover.

- Lesson Learned:** Conduct a Lessons Learned meeting as an opportunity for you and your team to reflect on what you have learned. If your organization requires it, or if you believe it will be valuable, document your lessons learned.

- Personal Feedback:** Give recognition, praise, and high quality developmental feedback to all of the people who worked directly for you on your project. Where you had a large team, expect your team or work-stream leaders to do the same for the people who worked for them.

- Clear the Project Admin:** Projects tend to accumulate a load of admin. Get it cleared.

There is a handy checklist appended to this page.

- Celebrate the Completion of Your Project:** Please do not consider this a discretionary activity. As a project manager it is your responsibility to ensure the team can properly celebrate its success and prepare to move on.

- Project Closure Memo:** Finally close your project by issuing a Project Closure Memo to your boss, your client, or your customer. When they sign it off to say they are happy that your project has finished, that's it. You're done.

Project Admin Checklist

Project Management

- Formally close out all risks and issues
- Close off project in internal systems

Financial and Contractual

- Invoicing and collections
- Set a deadline for submission of final expenses and timesheets
- Payment of outstanding invoices
- Complete a summary of all costs against budget
- Close down any project cost codes that are no longer needed
- Documentation of requested and approved contract changes

Information and Data

Archiving of information for future use:

- File and index all project files, working papers and other media
- Ensure network and email data is backed up and accessible
- Determine who has responsibility for archives
- Ensure that all confidential waste is properly dealt with

Communications

- Internal and external announcements that the Project is complete
- Promote any news items

Client

- Issue of client satisfaction survey
- Review of survey results
- Appropriate actions scheduled

Contractors, Sub-contractors, Consultants and Temps

- Debrief to identify what knowledge they have of lasting value to you. Ensure that all knowledge is documented
- Agree leaving dates with each contractor and notify consultancies or agencies
- Review the individual's performance for the agency and to act as a basis for any future reference. Rate in Nest.
- Ensure final invoices are met
- If a Temp is transferring to another department, ensure charge will be made to appropriate cost code
- Check that all contractors, consultants and temps hand back keys and security passes

Staff

- Release team members to other roles
- Ensure that all team members update appraisals and career plans and CVs
- Conduct performance reviews formally if required - otherwise, ensure informal feedback is given