**Project Closure Checklist**

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**Note: This is a checklist which can be customized by organization for validating their project closure. This has been created based on experience. This can be used to validate if a project (considering waterfall) has followed all the processes and prepared and submitted all the relevant documents at the time of project closure.**

**A project closure is the final step to the project execution. This is a formal step that ensures the project implemented adheres to the expectation of the business sponsor. It also ensures that all the documents created for the project are archived for future references. This step ensures a formal closure of the project in the presence of all its key stakeholders.**

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| **Date:****Project Name****Project Manager:** |

**Project Closure Checklist**

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| **Item to be closed** | **Status ( Y/N/NA)** |
| **Implementation sign off obtained from sponsor/key stakeholder** |  |
| **Code & Documents delivered** |  |
| **Final version of code implemented needs to be synced up using code version control software** |  |
| **All risks & issues for the project are closed**  |  |
| **Operational support document prepared/updated** |  |
| **Project Plan has been archived**  |  |
| **All costs have been charged to the project** |  |
| **Items to be closed** | **Status(Y/N/NA)** |
| **Unused fund to be returned to fund sponsor** |  |
| **Documents for the projects need to be archived using share point or similar repository** |  |
| **Lessons learnt and best practices documented** |  |
| **Training if required imparted to support /service desk associates** |  |
| **All project resources released**  |  |

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