

Project Management for Everyone
Closure Checklist

1. All activities are completed.	
2. All work orders are completed.	
3. All contracts are completed.	
4. All outstanding commitments resolved.	
5. Client/customer has accepted the project.	
6. All deliverables completed.	
7. All payments to vendors and contractors have been made.	
8. All costs charged to project.	
9. All project accounts closed.	
10. All remaining project funds returned.	
11. All final reports have been distributed.	
12. The project plans have been archived.	
13. Lessons learned have been documented and discussed.	
14. Lessons learned have been distributed and archived.	
15. Project team has been recognized.	
16. Project team has been reassigned.	