Business Tools for Career Readiness
Closing
Project Close Out Checklist

**Complete the project**
- Check that all exit criteria for the project have been met
- Confirm that all deliverables have been given to the customer
- Confirm customer satisfaction

**Close out all the details**
- Schedule a Close Out meeting with the team
- Close out the financials
- Close out subcontracts
- Close out any other financial details
- Close out the support and administrivia
- Inform all support functions that the project is completed
- Discontinue all remaining project charge numbers
- Vacate any space assigned to the project
Project Close Out Checklist

Close out the project team
- Inform team members that the project is completed
- Inform functional managers that the project is completed

Review the project success
- Review Project Documents
- Review and document the financial performance of the project
- Review what went well and was done well
- Review what did not go well and what could have been done better

Recognize, Reward, and Celebrate
- Recognize everyone on the project
- Reward people as appropriate
- Celebrate the completion of the project
All the best in your Project Management endeavors!