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| 1. Lessons Learned |
| * 1. Did the delivered project meet the specified requirements and goals of the project? Was the customer satisfied with the end product(s)? If not, why not? |
| * 1. Were costs budgets met? If not, why not? |
| * 1. Was the schedule/timeline met? If not, why not? |
| * 1. Were risks identified and mitigated? If not, why not? |
| * 1. What bottlenecks or hurdles were experienced that impacted the project? |
| 1.6 What could be done differently on the project? |

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| 2. Closure Checklist | | | |
| **#** | **Item** | **Yes/ No** | **Comments (if any)** |
| 1 | Completed any outstanding tasks |  |  |
| 2 | Completed any pending deliverables |  |  |
| 3 | Identified and documented all outstanding issues |  |  |
| 4 | Assigned unresolved issues to relevant resources |  |  |
| 5 | Obtained Project Sign-Off |  |  |
| 6 | Paid all invoices |  |  |
| 7 | Held lessons learned meeting with the team |  |  |
| 8 | Communicated project’s closure with the stakeholders |  |  |
| 11 | Gathered all project metrics |  |  |
| 12 | Archived information in project repository |  |  |
| 13 | Stored all hard copies in designated areas |  |  |
| 14 | Released project team |  |  |
| 15 | Closed the project formally |  |  |
| 16 | Celebrated success! |  |  |