

Project Closure Checklist

Use this checklist to guide your project closure activities, with a focus on lessons learned and knowledge transfer.

- ☐ Schedule a lessons learned session within 1–2 weeks of project completion
- ☐ Invite full project team and key stakeholders
- ☐ Ensure a safe, constructive environment (no blame, open participation)
- ☐ Prepare prompts such as:
 - What should we start/stop/continue doing?
 - What surprised us?
 - What would help future projects?
- ☐ Appoint a neutral facilitator and/or note-taker
- ☐ Use tools like whiteboards, shared docs, or surveys for input collection
- ☐ Group observations into categories (planning, communication, execution, etc.)
- ☐ Summarize key takeaways in a clear, concise document (1–2 pages)
- ☐ Share the lessons learned:
 - Upload to PMO or shared knowledge base
 - Present at a team or department meeting
 - Circulate among future project leads
- ☐ Recommend updates to project templates, tools, or checklists
- ☐ Verify all closure documentation is complete and accessible
- ☐ Confirm knowledge transfer is complete (verbal and procedural)
- ☐ Thank participants and recognize contributions to continuous improvement