# Project Completion Checklist

In most projects there’s quite a lot to do toward the end of it. And it seems just when you’re about ready to put your feet up and breathe a sigh of relief that it’s all over that this fact hits you.

To help you get organized and make sure that you don't miss anything, here’s a useful end-of-project checklist.

Take this checklist and make it your own by adding and deleting items to fit your situation, your project’s needs.

### Project Completion Checklist

* **Products/Outputs completed** – Check to be sure that all project products or outputs are completed. This includes successfully passing any tests and checks. If you're doing version control you should check that too and confirm everything has a 'complete' status.
* **Deliverables handed over** – All required deliverables and associated peripheral items (e.g., source files, if agreed to) are turned over to the client.
* **Signoffs obtained** – Check that all necessary products/outputs have been signed off as okay and that any handovers to users have been done.

|  |
| --- |
| **What if all acceptance criteria have not been met?**The problem with the term 'project acceptance criteria' is that it makes it sound as though the project won't be accepted unless it meets them. While that may be true for some projects, in most cases a failure to meet one or more of the criteria may be a disappointment, but not a reason to abandon the whole venture. If delivery is a bit late, for example, a supplier may have to make a compensation payment, but the customer will still accept the new system or building extension. The project steering group should be clear at the start about which criteria really are show-stoppers while the rest, although perhaps very important, are negotiable. |

* **Documentation handed over** – If formal handover documentation (such as legal documents) is expected and agreed to, check that it has been completed and is properly stored.
* **Acceptance criteria met** – Check to ensure that project acceptance criteria (set down in the charter) have been met. Hopefully that will be all of them but if not see the text box tip on this page.
* **Celebration planned, held** – Assuming that the project was successful, it's time to celebrate with project staff. It's important to acknowledge the achievement and celebrate success.
* **Physical resources released** – Arrange return of equipment and release of accommodations (e.g., team rooms).
* **Benefits measured, articulated** – Often, some project-related benefits will already be visible at the end of the project. Uncover those and report them now.
* **Metrics calculated** – Calculate final totals for spending, staff hours, performance and any other figures required for the Project Completion Report.
* **Lessons-learned information assembled** – Prepare a statement of lessons learned during the project. Check back through your log/documentation to make sure that you have captured everything that’s relevant.
* **Project Completion Report written, delivered** – Prepare the Project Completion Report together with a business presentation, if this is required by the steering group. See the Project Completion Report template.
* **Project Completion Meeting planned, held** – Ensure that preparations are in hand for the completion meeting. This may include room booking, presentation equipment and refreshments.

Sources: Adapted from *Managing Projects* by Lou Russell and *Project Management Checklists* by Nick Graham