

Project closure sheet

PROJECT	PROJECT MANAGER	CLOSURE DATE
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1 Closing checklist

done means verified

DONE?	ITEM	OWNER
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2 Plan versus actual

the honest table

AREA	PLANNED	ACTUAL
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3 Lessons learned

specific enough to reuse

WHAT HAPPENED	WHAT WE DO DIFFERENTLY	APPLIES TO
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4 Sign-off

the project ends when someone says so

APPROVER AND ROLE	SIGNATURE	DATE
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Unclosed projects haunt.

Plan versus actual is the growth.

Lessons land in the next kickoff.

Release people formally.

Book the closure meeting at kickoff. It is the cheapest hour the next project will ever buy.