***Instructions:*** *Conduct group review and assessment of the project closure process to ensure following of all closure steps.*

**Project Closure**

* Has enough time been planned into the project schedule to complete all closure activities and provide for having the team available to do the work?
* Has the Transition Plan been implemented, including handover to users, training and support for users, and integration into existing support processes?
* Has all the project work from the work breakdown structure been completed?
* Have all project deliverables been reviewed, approved and accepted?
* Have all procurements been closed out, including budgets and contracts?
* Have all the project objectives been accomplished?
* Has the project success been celebrated, the team thanked, and achievements acknowledged?
* Have all project resources been released?
* Is a change reinforcement and communication plan in place?
* Has the “new way” been communicated to all stakeholders?
* Has a project review meeting been held to report on metrics and business value achieved?
* Has all project information been collected, reviewed and archived according to organization procedure?

**Lessons Learned**

* Have the project and PM process lessons learned programs been conducted to determine what worked and what should be improved going forward?
* Have all current projects been immediately measured against the resulting lessons learned findings and appropriate adjustment plans made for current and future projects?
* Have project information system, templates and guidance been updated to support the findings?