 

**Project Closing Checklist**

* Look back at your logic model that identified the project’s outputs and intended outcomes.
* Review Project Outcomes – What is the outcome that you wanted to achieve? Did you achieve that outcome?
* Review Project Outputs – What were measurable actions you were taking to achieve project goal(s)? Did you fulfil your project outputs?
* Review and ensure completion and sign off for all project deliverables from project sponsor
* Ensure all internal governance processes are followed
	+ Project documentation saved in the right place
		- Project planning documents
		- Contracts, MOUs and any other agreements
	+ Financial records, invoices, receipts uploaded or saved to (financial management software)
		- (Are you ready for possible audit?)
		- Proof of payment to contractors/vendors/consultants
* Time entries for project time in timekeeping software
* Project closeout communication with sponsor
	+ Letter/Email
	+ Meeting
	+ Is there any follow up with project sponsor?
* Are there future reporting requirements based on this project?
	+ For instance, reporting usage data to funder at future date or reporting on activities to funders at a quarterly or yearly meeting?
* Are there any maintenance or sustainability considerations?
	+ Changes to the law
	+ Subscription fees or annual fees
	+ Hosting and Domain costs
* Are there any security concerns?
	+ Are you collecting personally identifiable information (PII)?
	+ Who has access?
	+ Who will ensure proper usage and storage?
	+ Are there any agreements on how the data can be used by third parties?
	+ Is the site secure?
	+ Who is responsible for security long term?
	+ What else?