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**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?