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Project Closure Meeting Template

What is Project Closure Meeting Template?

A Project Closure Meeting is an essential step in wrapping up a project successfully, ensuring that all tasks are completed, and stakeholders are informed. A Project Closure Meeting Template helps facilitate this process by providing a structured framework for discussing key aspects of the project's closure. Here's a template you can use:

Project Closure Meeting Template

I. Introduction (5 minutes)

1. Welcome participants
2. Review the purpose of the meeting: to formally close out the project and discuss any outstanding issues
3. Recap the project timeline and milestones achieved

II. Project Review (30 minutes)

1. Review the project's scope, objectives, and deliverables
2. Discuss the progress made towards achieving these goals
3. Highlight key successes and challenges faced during the project lifecycle
4. Identify lessons learned and best practices to apply in future projects

III. Outstanding Issues and Action Items (20 minutes)

1. Review any outstanding issues or open tickets
2. Assign action items to team members or stakeholders as needed
3. Establish a timeline for completing these tasks

IV. Project Closure Documentation (10 minutes)

1. Review the project's closure documents, including:
    - Final project report
    - Lessons learned document
    - Project archive (if applicable)
2. Discuss any additional documentation required by stakeholders or sponsors

V. Next Steps and Follow-up (5 minutes)

1. Outline next steps for team members and stakeholders
2. Establish a plan for follow-up meetings, reports, or check-ins as needed
3. Review the project's closure schedule and timeline

VI. Conclusion (5 minutes)

1. Recap the key takeaways from the meeting
2. Emphasize the importance of documenting lessons learned and best practices
3. Thank participants for their contributions to the project's success

Additional Tips:

- Ensure all team members, stakeholders, and sponsors are invited to the meeting.
- Schedule the meeting at a convenient time for all attendees.
- Encourage open communication and active participation throughout the meeting.
- Document the meeting minutes, action items, and decisions made during the meeting.

By following this Project Closure Meeting Template, you'll be able to efficiently close out your project, ensure a smooth transition to future projects, and maintain stakeholder satisfaction.

Agile, pm, agilepm, closure, doc, documentation, followup, lessonslearned, meeting, nextsteps, project, review, scope, sponsors, stakeholders, timeline, timeline, closure, template, team, members, workflow

Project Closure Meeting Template

Meeting Details

- **Project Name:**
- **Meeting Date:**
- **Meeting Time:**
- **Location:**
- **Attendees:**

Agenda

1. Project Overview

- **Objective:** Recap the project's objectives and deliverables.
- **Scope:** Review the project scope and any changes made during the project lifecycle.

2. Performance Evaluation

- **Successes:** Highlight the successes and achievements of the project.
- **Challenges:** Discuss the challenges faced and how they were overcome.

3. Financial Summary

- **Budget Review:** Compare the initial budget against the actual spending.
- **Cost Savings:** Identify any cost savings achieved during the project.

4. Deliverables and Documentation

- **Completion:** Confirm that all project deliverables have been completed and approved.
- **Documentation:** Ensure all project documentation is finalized and archived.

5. Lessons Learned

- **Insights:** Share insights and lessons learned throughout the project.
- **Improvements:** Discuss improvements for future projects based on these learnings.

6. Stakeholder Feedback

- **Feedback Summary:** Present a summary of feedback received from stakeholders.
- **Action Items:** List any action items based on the feedback.

7. Team Recognition

- **Acknowledgments:** Recognize the team's efforts and contributions.
- **Celebration:** Discuss any plans for celebrating the project's completion.

8. Project Closure

- **Formal Closure:** Officially declare the project closed.
- **Sign-off:** Obtain sign-off from the project sponsor or client.

9. Next Steps

- **Handover:** Outline the process for handing over completed deliverables.
- **Follow-up:** Schedule any necessary follow-up meetings or actions.

Meeting Notes

- **[Date]:** Note or update on the meeting discussions.

Sign-off

- **Project Manager:**
- **Signature:**
- **Date:**

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Related:

- Project management

External links:

- Project Closure Template — ProjectManager —*projectmanager.com*
  - Download this project closure template to ensure that you close out projects the

right way from the PM pros here at ProjectManager.

- Free Project Closure Template [2024] • Asana —*asana.com*
  - Endings are important. Create a project closure template to help your team tie up loose ends and finish their projects with confidence.

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