

# Consulting Project Completion Checklist

## Administrative Tasks

- Final project report submitted
- All project deliverables delivered to client
- Invoices sent and payment received
- Project documentation archived

## Client Handover

- Handover meeting conducted with client
- Training provided (if applicable)
- Client sign-off received

## Internal Review

- Project team debriefed
- Lessons learned documented
- All project files backed up and closed

## Follow-Up

- Follow-up plan scheduled with client
- Post-project support contact provided