

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