

Project Closeout Review

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Identify the ending

Project reference

End state

Completed output

Reason for closure

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Gather the result

Final file location

Supporting material

Instructions retained

Reference image location

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Settle loose ends

Item to return

Question still open

Material to archive

Unneeded duplicate

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Keep the learning

Useful method

Avoidable difficulty

Next similar task

Closeout date
