Project Closure Checklist				
Start date	MM/DD/YYYY			
End date	MM/DD/YYYY			
Project manager				

Description	📅 Date	📄 Files	⊖ Delivered	Approved by
		File		
		File		
		File		
		File		
		File		
		File		
		File		
		File		

Description	📄 Files	Timeline	⊖ Met?	📅 Actual date
	File	Milestone 1		
	File	Milestone 2		
	File	Milestone 3		
	File	Milestone 4		
	File	Milestone 5		
	File	Milestone 6		

	File	Milestone 7		
	File	Milestone 8		

Survey results	Question 1	Question 2	Question 3	Question 4
Team				
Client				

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