

# Project Closure & Handover

Consulting & Professional Services

Document type: Plan / SOP / strategy / guide · Generated 14 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

## Background

Get a project closure and handover process — a closure checklist (handover, sign-off, invoicing, knowledge transfer, feedback, testimonial), lessons learned to capture for the firm, and follow-on opportunities to grow the account. Fill in your details below.

## Purpose of this tool & output

Close engagements cleanly and grow accounts

## How the output is used

Use the tool to close engagements cleanly with handover, lessons and account-growth openings.

## Important cautions

AI-generated process; adapt to your engagement.

## Companion documents

- Engagement Plan Builder
- Project Charter Writer
- Delivery Methodology Designer
- Status Report Generator
- Stakeholder Management Plan
- Project Risk Register

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.