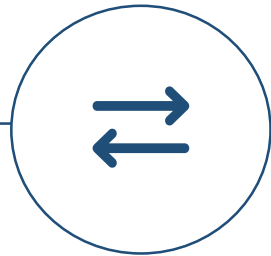
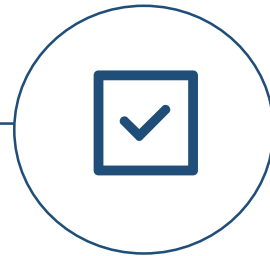




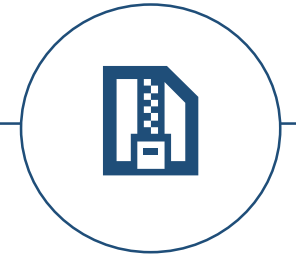
OBTAIN DELIVERABLE SIGNOFF



HANDOVER OF OPERATIONAL ACTIVITIES



LESSONS LEARNED



FORMAL CLOSEOUT SESSIONS

KEY FUNCTIONAL ACTIVITIES

- Ensure Deliverable sign-off from sponsor has been received and documented
- (Optional): Work on feedback from stakeholders if any

- Handover Operational Activities to corresponding business units or technical teams

- Perform [Lessons Learned](#) sessions

- Archive Project documentation
- Finalize [close out document](#)
- Conduct formal closeout meeting/ session
- Get signoff to close project

ROLES

- Project Manager
- Project Team

- Project Manager
- Project Team

- Project Manager
- Project Team

- Project Executive Sponsor
- Project Manager
- Project Team

KEY DELIVERABLES

- Deliverable signoff

- List of Handover Activities

- [Lessons learned](#) notes

- [Project Closeout](#) document & signoff