



Checklist 2

Project Wind-down

**The Ultimate Guide To  
Setting Up  
Teams & SharePoint For  
Project Management**

Lynzie Cotton

# Checklist #2

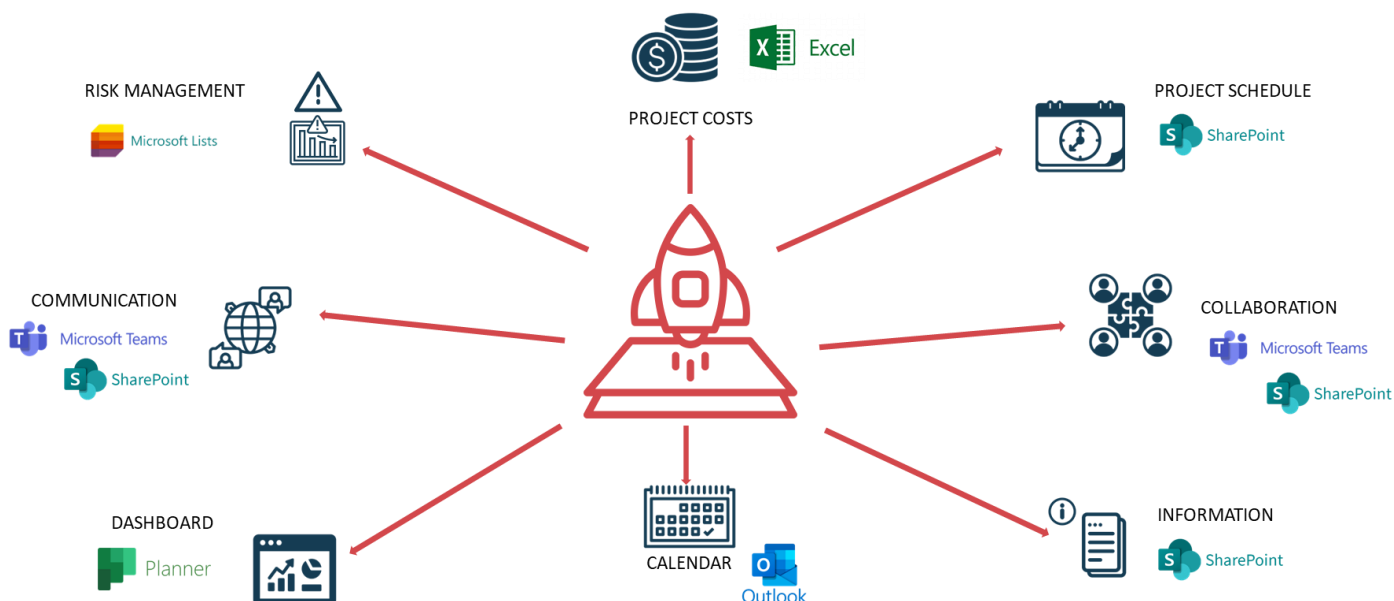
## Project Site Wind-down

Once your project has been completed it is important to ensure that your content is ARCHIVED for future reference.

You may wish to hold a meeting to agree that all tasks are completed and marked as such, any feedback and lessons learnt have been documented and perhaps even consider any changes you would incorporate into any future sites.

This CHECKLIST will help you ensure that your work is kept safe and accessible whilst further updates are prohibited.

Whilst it isn't necessary or possible to ARCHIVE a SharePoint site, it is important to ARCHIVE its associated team in MS teams and all documentation is complete.



# Checklist #2

## Project Site Wind-down



### COLLABORATION

- You may wish to add the word ARCHIVED to all site/page titles for clear visibility
- Hold a PROJECT CLOSE OUT meeting with ALL members present



### COMMUNICATION

- Archive the MS Teams team created with your project Site
- After your meeting, ensure any feedback is documented – consider adding a final PROJECT STATUS REPORT to your docs



### PROJECT SCHEDULE

- Ensure there are no outstanding meetings, calls or appointments
- Ensure your PROJECT CLOSE OUT MEETING is visible



### INFORMATION

- Ensure any finalised documents are available as READ ONLY
- Consider moving documents to a new ARCHIVE LIBRARY



### CALENDAR

- Surface/link to GROUP CALENDAR
- Ensure team members can view this in their personal calendars



### RISK MANAGEMENT

- Ensure all actions have been completed
- Ensure all risks and issues have been closed
- Ensure any lessons learnt are documented and disseminated



### DASHBOARD

- Ensure all tasks are complete and marked as such
- Create a template from your original Planner board to save time in future projects



### PROJECT COSTS

- Ensure that all entries are complete and signed off
- Refer to INFORMATION section above for ensuring secure document storage.





**Thank you**

[www.collab365.com](http://www.collab365.com)

**collab365.**