Project finish and handover checklist

Define what done means before spending more time polishing.

Three steps

1. List finish criteria
2. Verify each requirement
3. Record what remains

A worked example

Deliverable	Shelf
Acceptance check	Stable and installed
Evidence	Checked safely
Status	Pending

Completion depends on the agreed acceptance check.

Get qualified help for unsafe tasks.

Project finish and handover checklist

Use one row per item or decision. Start with what you know.

Deliverable	Acceptance check	Evidence	Status

My next action / when