

Meeting 9: Project Closure

Last Modified on 04/12/2021 2:42 pm EDT

Prep

☐ **Close Hypercare Tickets**

Ensure all individual Hypercare tickets are closed or accepted in the Project Tracker.

☐ **Project Completion Sign Off**

Once Hypercare is signed off, in the Project Tracker, please also Sign off on the overall Project.

☐ **Feedback**

While you are Signing off on the Project within the Project Tracker, we invite you to provide your honest feedback on what went well, and how we can improve. We'll only get better with your insights!

Homework

☐ **Celebrate!**

Cheers to all the hard work that went into completing the project. Take a load off—you deserve it!