**Closure project checklist**

1. Verify and update technical documentation.

2. Prepare user instructions for farmers and customers.

3. Ensure documentation of procedures and standards for the website.

4. Review team documentation and archive project-related communication channels.

5. Conduct final testing of all functionalities and resolve any identified issues.

6. Ensure full test coverage for all system components.

7. Prepare a test report detailing the results.

8. Confirm proper integration of the website with the database and other external systems.

9. Verify and validate the functionality of APIs.

10. Check and update security measures to minimize risks.

11. Run a vulnerability scan and fix any issues that are found.

12. Ensure regular backup of all critical data and verify the ability to restore from backup.

13. Confirm the effectiveness of recovery procedures and prepare documentation.

14. Complete contracts with developers and service providers.

15. Confirm the release of project resources, both human and technological.

16. Plan for the reassignment of team members to new projects or tasks.

17. Set up monitoring systems to detect post-release issues.

18. Determine responsibility for technical support and maintenance.

19. Check and close all signed contracts with suppliers and other involved parties.

20. Close all open tasks in the project management system.

21. Collect and analyze user feedback and developer insights for continuous improvement.

22. Conduct a post-project review to capture lessons learned for future projects.

23. Conduct a team meeting to discuss the project closure plan.

24. Distribute remaining tasks among team members for closure activities.

25. Express gratitude and acknowledge the team's efforts on the project.

26. Discuss and plan a post-project team celebration or retrospective.

27. Organize knowledge transfer sessions within the team to share insights and lessons learned.

28. Discuss and document any unresolved issues or challenges for future reference.

29. Provide constructive feedback and recognize team members' contributions.

30. Discuss opportunities for professional development and growth.

31. Update HR records with changes in project status and team roles.

32. Plan a team celebration or appreciation event for the successful completion of the project.

33. Encourage team members to share their experiences and highlights from the project.

34. Schedule a final team meeting to officially close the project.

35. Reflect on the achievements and challenges faced as a team.

36. Distribute a project closure survey to gather feedback from team members.

37. Conduct a retrospective meeting to discuss team dynamics and collaboration.

38. Confirm all financial transactions are complete.

39. Review and close project accounts and financial records.

40. Communicate project closure to all stakeholders.

41. Obtain formal acceptance from stakeholders (!).

42. Ensure compliance with all legal and regulatory requirements.