Project Closure Document

### <Project Name>

### <Date>

### <Author Name>

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# Project Overview

Provide a brief overview of the project, project timeline, and key team members and stakeholders.

**Project Management Team**

* Project Manager:
* Project Sponsors:
* Executive Sponsors:

# PROJECT CLOSURE REPORT SUMMARY

## Project Background Overview

Provide a brief description of the project background. What were the original goals and objectives were along with the project success criteria.

Click here to enter text.

## Project Highlights and Best Practices

Detail any project highlights or best practices used or defined throughout the project.

Click here to enter text.

**3.3 Project Closure Synopsis**

Detail why this project is to be closed. For example:

* Is has met all its project objectives and deliverables
* Or it is being closed for any other reasons (no funding/shift in strategy etc)

Click here to enter text.

# PROJECT METRICS PERFORMANCE

## Goals and Objectives Performance

Describe what the actual project performance was against what the project objectives were.

Click here to enter text.

## Success Criteria Performance

Describe if all the success criteria was achieved. If not, what were the reasons why not? How will the ongoing performance be measured or the benefits realized?

Click here to enter text.

## Milestone and Deliverables Performance

Describe if all deliverables were achieved with the customers acceptance. If not, what were the reasons? Will these deliverables be achieved at a later date?

Click here to enter text.

## Schedule Performance

Describe the schedule for the lifecycle of the project. Were there any change requests that affected the change to the schedule of the project. What were the reasons for the change to the schedule?

Click here to enter text.

## Budget Performance

Provide details of the Project Budget and describe any changes to the budget during the project lifecycle and the reasons why there were changes.

Click here to enter text.

# PROJECT CLOSURE TASKS

## Resource Management

Describe the resource/skills required on this project. What resources changes were made and why?

Click here to enter text.

## Issue Management

Describe if all the issues are resolved. Are there any outstanding? Describe any outstanding and the actions/owners required to resolve these issues. Will all the issues be resolved in this project or if there are any pending issues that are being resolved after the project is closed.

Click here to enter text.

|  |  |  |
| --- | --- | --- |
| **Open Item** | **Owner** | **Expected Resolution Date** |
|  |  |  |

## Lessons Learned

Describe the successes that occurred throughout the project. What activities and processes worked well? What could have been done better at each project stage and why?

Click here to enter text.

## Asset Management

Details a list of all the remaining assets at the end of this project. Describe how these assets will be disposed of. Who will manage the disposing of these assets and when will this happen?

Click here to enter text.

## Documentation Archive

Provide the documents that have been preserved and the location of the documentation archive for future use.

Click here to enter text.