**Project Closure Document**

<<Company Name>>

<< Team Member >>

<< Team Member >>

<< Team Member >>

<< Team Member >>

<< Team Member >>

**1. Summary of Delivered Product**

**1.1 Goals / Vision**

**<<** Provide an update to the vision statement that was originally stated in the Project Initiation document. >>

**1.2 Delivered Solution**

<< Provide a high-level description of what was planned and what is being delivered. >>

**1.3 Remaining Work**

<< Provide a short summary of what should be done next, ways of further improving the project, or any additional recommendations. >>

**2. Deliverables**

This section contains information on the location of any deliverables for the project. If there are none for a particular category, indicate that it is not applicable. Otherwise provide the name of any files, etc. and where they can be found.

**2.1 Study Results**

<< The location of the results of any studies performed as part of this project. >>

**2.2 Requirements and Design Documents**

<< The location of any requirements and design documents. >>

**2.3 Code**

<< The location of any code written for this project. >>

**2.4 Tests and Test Results**

<< The location of any tests (unit, regression, etc.), test results, or other testing documents. >>

**2.5 Build Process Documents**

<< The location of any documents detailing build processes. >>

**2.6 Install Process Documents**

<< The location of any documents describing installation processes. >>

**2.7 Administrator’s and/or User’s Manual**

<< The location of any manuals, or help documentation. >>

**2.8 Postmortem Document**

<< The location of the Postmortem document. >>

**2.9 Final Report**

<< The location of the Final Report document. >>

**3. Sign-off**

**3.1 Final Review**

<< Indicate where and when the final review took place for both the customer and the course instructor. >>

**3.2 Customer Sign-off**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | <Name> | Date: | <Date> |
| Signature: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | <Name> | Date: | <Date> |
| Signature: | | | |