

**Lane Rental Governance Committee (LRGC) – Project Closure Report**

Project Title Goes Here

**Note: Please refer to the project delivery milestones when completing this form**

\*Hover over text for further guidance where applicable

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Information / Status | | | | | | | | |
| **Project Title:** | | | | **Date of Report:** [\*](#Date" \o "dd/MM/yyyy) | | **Project Success**  **Indicator** | | **\***[**Successful**](#Success_Indicator) |
| **Approved Funding:** £ | | **Project Contact:** | | | |  | | \*[**Minor implications**](#Success_Indicator) |
| **Sponsor:** [\*](#Sponsor" \o "Sponsor from the Lane Rental Governance Committee. Please refer to the funding application for project)**:** | | **Project Contact Telephone No::** | | | |  | | \*[**Unsuccessful**](#Success_Indicator) |
| Project Timelines | | | | | | | | |
| **Start Date** [\*](#Date) | **End Date** [\*](#Date) | **Total Duration**  months | **Variance against original timeline**[\*](#plus_minus) +/-  **:**  months | | | **Variance as** **a percentage**[\*](#Percentage" \o "Please advise how much of the project has been completed as a percentage) | | |
| 1. **Finance** | | | | | | | | |
| **Total Spent** £ | | **Variance against funding approved** [\*](#plus_minus" \o "Please delete either plus (+) or minus (-) accordingly to advise if the amount is greater or smaller than the approved application) +/- £ | | | | **Variance as a percentage** [\*](#Percentage) | | |
| 1. **Performance against Objectives (Did the outcomes meet the expectations of the project?)** | | | | | | | | |
| **Overview of outcomes** | | [\*](#Outcomes" \o "Brief description of any outcomes) | | | | | | |
| 1. **Benefits Realisation (Did the project meet the measures of success highlighted in the funding application?)** | | | | | | | | |
| **Measure of success** | | **Baseline value** | **Expected value** | | **Actual value** | **Achieved** | **Expected date of success (estimate if no selected)** | |
| **a.**  Description of measure | | [\*](#Baseline" \o "Value prior to project) |  | |  | [\*](#Yes_No" \o "Please delete Yes/No to state if the measure of success has been achieved. If no is selected, please provide an estimated date for when the measure will be achieved) Yes/No | [\*](#Date) | |
| **b.**  Description of measure | | [\*](#Baseline) |  | |  | [\*](#Yes_No) Yes/No | [\*](#Date) | |
| **c.**  Description of measure | | [\*](#Baseline) |  | |  | [\*](#Yes_No) Yes/No | [\*](#Date)**:** | |
| **6. Lessons Learnt (Is there anything that the project could do differently to achieve a better outcome?)** | | | | | | | | |
| **Overview of lessons learnt** | | [\*](#Lessons_Learnt" \o "Brief description of any lessons learnt) | | | | | | |
| **7. Conclusion / Recommendations (how could the project progress in future and what steps need to be taken?)** | | | | | | | | |
| **Overview** | | [\*](#Conclusion" \o "Brief description of the conslusion and any recommendations) | | | | | | |
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