**Project Closure**

**Document Control**

Document Information

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| **©** | **Information** |
| Document Id | *18958269862456793074r234689 (you like number\* spam?)* |
| Document Owner | *Emmett Pierson* |
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Document History

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| **Version** | **Issue Date** | **Changes** |
| 1.0 | 4/27/2025 | Initial Draft |

Document Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature©** | **Date** |
| Project Sponsor | Eric Sommers |  |  |
| Project Manager© | Emmett Pierson |  |  |

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# Project Completion

This section identifies the criteria required to complete the project and any outstanding items which still need to be undertaken even though the project may be ready for completion.

## Completion Criteria

List the criteria which must be met to confirm that the project is completed. For each criteria listed, assess whether or not it has been achieved to the satisfaction of the customer.

|  |  |  |
| --- | --- | --- |
| **Category** | **Criteria** | **Achieved** |
| Objectives | * The project ‘vision’ has been achieved (as defined in the Terms of Reference) * All project objectives have been achieved (as defined in the Terms of Reference) | *Y* |
| Benefits | * The full benefits have been realized (as defined in the Business Case) | *N* |
| Deliverables | * All deliverables have been completed (as defined in the Terms of Reference) * All deliverables have been accepted by the customer (as per the Acceptance Plan) | *Y* |

# 

# Project Closure

This section outlines the next steps required to perform the closure of the project. This includes the handover of deliverables and documentation to the customer, the termination of supplier contracts, the release of project resource back to the business (or the marketplace) and the communication to all stakeholders that the project is now formally closed.

## Deliverables

Identify a hand-over plan for the release of all project deliverables to the customer. An example follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable** | **Current** | | **New©** | | **Hand-over Plan** | | |
| Type | Owner | Location | Owner | Location | Activities | Date | Owner |
| Farming systems | MT Agriculture | Each Farm | Respective Farmers | Each Farm | * Handover system maintenance * Handover operational support * Handover system documentation | 4/27/2025 | MT Agriculture |
| Accounting modules | AI in Agriculture | 302 Eastern Boulevard Helena MT | Accounting | 302 Eastern Boulevard Helena MT | * Handover of relevant documents * Handover of contact information | 4/27/2025 | AI in Agriculture |

## Documentation

Identify a hand-over plan for the release of all project documentation to the customer. An example follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Documentation** | **Current** | | **New©** | | **Hand-over Plan** | | |
| Type | Owner | Location | Owner | Location | Activities | Date | Owner |
| Project Initiation:   * Business Case * Feasibility Study * Terms of Reference | Emmett Pierson | 302 Eastern Boulevard Helena MT | Eric Sommers | 302 Eastern Boulevard Helena MT | Handing over the relevant documentation via email | 4/27/2025 | Emmett Pierson |
| Project Planning   * Project Plan * Resource Plan * Financial Plan * Quality Plan * Acceptance Plan | Emmett Pierson | 302 Eastern Boulevard Helena MT | Eric Sommers | 302 Eastern Boulevard Helena MT | Handing over the relevant documentation via email | 4/27/2025 | Emmett Pierson |
| Project Execution   * Change Process * Change Form * Change Register * Risk Process * Risk Form * Risk Register | Emmett Pierson | 302 Eastern Boulevard Helena MT | Eric Sommers | 302 Eastern Boulevard Helena MT | Handing over the relevant documentation via email | 4/27/2025 | Emmett Pierson |
| Accounting Information   * Budget plan * Budget changes * Budget change requests * Final budget | Eric Sommers | 302 Eastern Boulevard Helena MT | Accounting | 302 Eastern Boulevard Helena MT | Handing over the documentation via email, fax, and/or certified mail | 4/27/2025 | Eric Sommers |

## Resources

Identify a hand-over plan for the release of all project resources (including staff and equipment). An example follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Resource  Name** | **Current**  **Designation** | **Release Activity** | **Release Date** | **Activity Owner** |
| Billy Bob, Billy George, Billy Greg, Riley Smith, Riley Harvey | Project team | * Notify staff member of release * Release staff member * Return staff assets * Pay the final staff salary | 4/27/2025 | Emmett Pierson |
| AI Systems Contracts | The brains of the system | * Identify new owner * Set up a handover * Release equipment * Update General Ledger | 4/27/2025 | Emmett Pierson |
|  |  |  |  |  |
|  |  |  |  |  |

## Communication

Identify a plan to communicate the project closure to all stakeholders and interested parties. An example follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target Audience** | **Intended**  **Message** | **Method  Used©** | **Dispatch Date** | **Dispatch Owner** |
| Eric Sommers, other stakeholders | * Project has been successfully completed and is now closed * Benefits realized due to success of the project * Lessons learned from project | * Email and formal letter for each recipient * Special Board presentation on benefits realized * Undertake ‘Post Implementation Review’ and email to key stakeholders | 4/27/2025 | Emmett Pierson |
| News outlets, farmers, public | * Benefits realized due to success of the project * Lessons learned from the project | * Releasing analysis and resulting paper * Emailing results when possible | 4/27/2025 | Emmett Pierson |

# Approval

Name: \_Eric Sommers\_

Role: \_\_State Statistician\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

By signing this document, I grant approval to formally close this project and complete the hand-over activities as described above.