|  |  |
| --- | --- |
| Project Closure Report | |
| Purpose: This report should be completed at the end of a project. | |
| Project Name |  |
| Project Team |  |
| Company Name |  |
| Company Contact |  |
| Project Actual Start Date | << YYYY-MM-DD >> |
| Project Actual End Date | << YYYY-MM-DD >> |
| Reason for Project Closure | End of academic term |
| Client Acceptance Date | << YYYY-MM-DD >> |
| Project Description | << Provide a short description of the project. >> |

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|  |

| Closure Activity Confirmation | | |
| --- | --- | --- |
| **Item** | **Confirmation** | **Comments** |
| **Project Considered a Success** | Yes  No  N/A | <<If a “Yes” response is provided, identify if there are plans to celebrate the project success and explain the plan to celebrate. >> |

| Release of Hardware / Software | | |
| --- | --- | --- |
| Item | Description | Release Date |
|  |  | << YYYY-MM-DD >> |
|  |  | << YYYY-MM-DD >> |
|  |  | << YYYY-MM-DD >> |

| Project Archival List | | | | |
| --- | --- | --- | --- | --- |
| Project Deliverables Report | | |  | |
| # | File / Email Description | Document Location | | Storing Media (Hardcopy/Softcopy) |
|  |  |  | |  |
|  |  |  | |  |

| Re-usable Component / Tools Developed | | |
| --- | --- | --- |
| # | Re-usable Component / Tools Name Description | File Name |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| Project Value/Benefits | | |
| --- | --- | --- |
| Provide a summary of the value/benefits of this project and indicate whether they have already been realized or will be realized in the future. | | |
| # | Value/Benefit | Realized / Future |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

| Lessons Learned | |
| --- | --- |
| Include any technical, managerial lessons learned, preventative measures for issues faced, and aspects of the project that had a positive impact on the success of the project. | |
| # | Description / Explanation of Lesson Learned |
| 1 |  |
| 2 |  |
| 3 |  |

| Best Practices | |
| --- | --- |
| Identify any innovative methods, techniques, processes developed, as well as any other best practices used on the project. | |
| # | Description of Best Practice |
| 1 |  |
| 2 |  |
| 3 |  |

| Prepared By | | | |
| --- | --- | --- | --- |
| **Project Team** | << YYYY-MM-DD >> | | |
| (name) (signature) (date) | | |
|  |  | | |
|  |  | | |
| Handover Approvals | | |
|  | | |
| **Stakeholder/Industry partner Name and Title** | | << YYYY-MM-DD >> |
| (signature) (date) |
| **Comments**: <<insert comments or additional information here if required>>. | | |

|  |  |
| --- | --- |
| Project Closure Approval | |
| **Stakeholder/Industry partner Name and Title** | << YYYY-MM-DD >> |
| (signature) (date) |
|  |  |

Document Reference: www.ocio.gov.nl.ca/OCIO/pmo/docs/**project\_closure\_report**\_template.docx

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**Submission Guidelines:**

Please submit as “W22\_T<team number>\_ProjectClosureReport”. For e.g. W22\_T45\_ProjectClosureReport

This is a group submission i.e. one per group.

**Due Dates:**

**Sunday, April 3, 2022 (11:59 p.m.)**