**Technology Closure Report**

*(Report only on Technology elements of project)*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name:** | |  | | | **Date:** | | | |  |
| **Technology Project Manager:** | |  | | | **Overall Project Manager:** | | | |  |
| **1. Project objectives**  *As specified in project concept document* | | | | | | | | | |
|  | | | | | | | | | |
| **2. Project outcomes**  *Describe the actual performance of the project in relation to the planned project objectives* | | | | | | | | | |
| ***(a) Were the project objectives achieved?*** | | | | | | | | | |
| |  |  | | --- | --- | | *Objectives* | | | *Exceeded* |  | | *Achieved* |  | | *Partially achieved* |  | | *Not achieved* |  | | | | | *Explanation:* | | | | | |
| ***(b) Was the project delivered on time?*** | | | | | | | | | |
| |  |  | | --- | --- | | *Schedule* | | | *Ahead of schedule* |  | | *On Schedule* |  | | *Slightly Behind* |  | | *Significantly Behind* |  | | | | | *Explanation:* | | | | | |
| ***(c) Was the project delivered on budget?*** | | | | | | | | | |
| |  |  | | --- | --- | | *Technology Costs:* | | | *Under Budget* |  | | *As Expected* |  | | *Over Budget* |  | | | | |  |  | | --- | --- | | *Technology Costs (€)* | | | *Software costs* |  | | *Hardware costs* |  | | *Total* |  | | | | |  |  | | --- | --- | | *Technology Staff Costs (from WSS):* | | | *Days* | | | *Contractor* |  | | *Sen Stat* |  | | *PO* |  | | *Stat* |  | | *AP* |  | | *HEO* |  | | *EO* |  | | *Graduate* |  | | | *Explanation:* | |
| **3. Lessons learned** | | | | | | **4. Overall assessment of project** | | | |
|  | | | | | |  | | | |
| **5. Sign Off Authority** | | | | | | | | | |
|  | ***Head of Division – Technology Division*** | | | | | | ***Project Manager – Technology Division*** | | |
| ***Sign Off:*** |  | | | | | |  | | |
| ***Date:*** |  | | | | | |  | | |