**Project Closure**

**Template**

**Document Control**

**Document Information**

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**Document Approvals**

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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**

|  |  |  |
| --- | --- | --- |
| **Category** | **Criteria** | **Achieved** |
| Objectives | * The product has been delivered to the sponsor. * All project features are functional. | *Y* |
| Benefits | * HR has already begun hiring new field workers. * Existing field workers report increase in efficiency of roughly 60% | *Y* |
| Deliverables | * Operational EZ-Maintenance program. * Program service plan. * Technical support team plan. | *Y* |
|  |  |  |
|  |  |  |

* **Outstanding Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | | **Action©** | **Owner** |
| Activities | | *Release project team.*  *Finalize product store page.* | *Peter Van Horn* |
| Risks | | *Uptake rate uncertain.*  *Hiring for technical support incomplete.* | *Peter Van Horn* |
| Issues | | *Inventory tracking module needs work to support more variety of entries.* | *Peter Van Horn* |
|  |  | |  |

* **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 |
| Financial General Ledger, Accounts Payable and Accounts Receivable system modules | *Name* | *Address* | *Name* | *Address* | * Handover system maintenance * Handover operational support * Handover system documentation | *Date* | *Name* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

* **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 | *Name* | *Address* | *Name* | *Address* | *Activity* | *Date* | *Name* |
| Project Planning   * Project Plan * Resource Plan * Financial Plan * Quality Plan * Acceptance Plan | *Name* | *Address* | *Name* | *Address* | *Activity* | *Date* | *Name* |
| Project Execution   * Change Process * Change Form * Change Register * Risk Process * Risk Form * Risk Register | *Name* | *Address* | *Name* | *Address* | *Activity* | *Date* | *Name* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

* **Suppliers**

Identify a hand-over plan for the termination of project supplier contracts. An example follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier Name** | **Contract Reference** | **Termination Activity©** | **Release Date** | **Activity Owner** |
| *Supplier Name* | *Contract  Ref. No.* | * Notify supplier of termination * Release supplier resources * Return supplier assets * Pay supplier invoices | *Date activity to be  completed by* | *Name of person responsible for activity* |
|  |  |  |  |  |
|  |  |  |  |  |

* **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** |
| *Staff Name* | *Project Role* | * Notify staff member of release * Release staff member * Return staff assets * Pay final staff salary | *Date staff member released* | *Name of person responsible for activity* |
| *Equipment Type* | *Equipment Purpose* | * Identify new owner * Undertake equipment sale * Release equipment * Update General Ledger | *Date equipment released* | *Name of person responsible for activity* |
|  |  |  |  |  |
|  |  |  |  |  |

* **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** |
| *Recipient Names or Groups for receipt of messages* | * 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 | *Date when communication should be released* | *Name of the person responsible for communication* |
|  |  |  |  |  |
|  |  |  |  |  |

* **Approval**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

* **Appendix**
* **Supporting Documentation**

Attach any documentation you believe is relevant to the Project Closure Report. Examples include:

* Business Case
* Feasibility Study
* Terms of Reference
* Project Plan
* Resource Plan
* Financial Plan
* Quality Plan or Acceptance Plan
* Other relevant information or correspondence