**Project Closure**

**Document Control**

**Document Information**

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| --- | --- |
| **©** | **Information** |
| Document Id | 325591 |
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**Document Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature©** | **Date** |
| Project Sponsor | Kayla Rada |  |  |
| Project Review | Paul Morgan |  |  |
| Project Manager© | Zach Nikkel |  |  |

**Table of Contents**

**Closure Criteria 2**

1.1 Completion Criteria 2

**2** **Project Closure 4**

2.1 Deliverables 4

2.2 Documentation 5

2.3 Suppliers 7

2.4 Resources 7

2.5 Communication 8

**3** **Approval 8**

**4** **Appendix 9**

4.1 Supporting Documentation 9

* **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* |

* **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 | Peter Van Horn | Helena, MT | Kayla Rada | Helena, MT | * 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 * Project Charter * Project Brief * Scope Statement | Peter Van Horn | | Helena, MT | | Kayla Rada | Helena, MT | | Hand-over on July 30 2024 | Date | Name |
| Project Planning   * Project Plan * Project Schedule * Budget * Team Charter * Communication Plan | Peter Van Horn | | Helena, MT | | Kayla Rada | Helena, MT | | Hand-over on July 30 2024 | Date | Name |
| Project Execution   * Status Report * Requirements Gathering * Risk Process * Risk Form * Risk Register | Peter Van Horn | | Helena, MT | | Kayla Rada | Helena, MT | | Hand-over on July 30 2024 | Date | Name |

* **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** |
| Paul Morgan | Developer | * Notify staff member of release * Release staff member * Return staff assets * Pay final staff salary | July 30, 2024 | Peter Van Horn |
| Zach Nikkel | Project Manager | * Notify staff member of release * Release staff member * Return staff assets * Pay final staff salary | July 30, 2024 | Peter Van Horn |
| Tyler Coenen | Process Improvement Advisor | * Notify staff member of release * Release staff member * Return staff assets   Pay final staff salary | July 30, 2024 | Peter Van Horn |
| Clayton DeSimone | Technology Support | * Notify staff member of release * Release staff member * Return staff assets   Pay final staff salary | July 30, 2024 | Peter Van Horn |

* **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** |
| Kayla Rada, Marketing Team, 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 | July 30, 2024 | Peter Van Horn |

* **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
* Project Charter
* Project Brief
* Scope Statement
* Project Plan
* Project Schedule
* Budget
* Team Charter
* Communication Plan
* Status Report
* Requirements Gathering
* Risk Process
* Risk Form
* Risk Register