

# **Project Closure Report**

## **For [Project Name]**

## Document Control

### Document Information

	Information
Document ID	<i>[Document Management System #]</i>
Document Owner	<i>[Owner Name]</i>
Issue Date	<i>[Date]</i>
Last Saved Date	<i>[Date]</i>
File Name	<i>[Name]</i>

### Document History

Version	Issue Date	Changes
<i>[1.0]</i>	<i>[Date]</i>	<i>[Section, Page(s) and Text Revised]</i>

### Document Approvals

Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
Project Manager			
Quality Manager <i>[if applicable]</i>			
Procurement Manager <i>[if applicable]</i>			
Communications Manager <i>[if applicable]</i>			
Project Office Manager <i>[if applicable]</i>			

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# 1 Project Completion

*Before you undertake project closure, this section identifies the criteria required to ensure that the project is complete, and lists any outstanding items.*

## 1.1 Completion Criteria

*Determine whether all the project completion criteria have been satisfied, by completing the following table:*

Completion Category	Completion Criteria	Satisfied?

## 1.2 Outstanding Items

*List any outstanding activities, risks or issues. Identify the actions needed to resolve them and specify the person responsible for completing each action.*

Outstanding Item	Action Required	Completion Date

# 2 Project Closure

*List the actions required to hand over the deliverables and documentation to the customer, terminate the supplier contracts, release the project resources, and communicate project closure to stakeholders.*

## 2.1 Deliverables

*List the actions required to hand over the project deliverables to the customer, along with completion dates, in the following table:*

Project Deliverable	Action Required	Completion Date

## 2.2 Documentation

List the actions required to hand over all the project documentation to the customer, along with completion dates, in the following table.

Project Document	Action Required	Completion Date

## 2.3 Suppliers

List the actions required to terminate all project supplier contracts, along with completion dates, in the following table.

Supplier Contract	Action Required	Completion Date

## 2.4 Resources

List the actions required to release all project resources, along with completion dates, in the following table.

Project Resource	Action Required	Completion Date

## 2.5 Communications

List the actions required to communicate project closure to relevant stakeholders, along with completion dates, in the following table.

Audience	Message	Method	Date

### 3 Approval

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

Role: Project Sponsor

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

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

By signing this document, I grant formal approval to close this project and complete the handover activities described.