**Project Closure**

**New Solutions Enterprise**

**New Product Launch**

**Document Control**

Document Information

|  |  |
| --- | --- |
| **©** | **Information** |
| Document Id | 1 |
| Document Owner | Clayton DeSimone |
| Issue Date | 3/20/2026 |
| File Name | Project Closure Document |

Document Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature©** | **Date** |
| Project Sponsor | John Doe | *John’s signature* | 03/31/2026 |
| Program Manager | Sally Smith | *Sally’s signature* | 03/31/2026 |
| Project Manager© | Clayton DeSimone | *Clayton’s signature* | 03/31/2026 |
| Process Improvement | Jim Jones | *Jim’s signature* | 03/31/2026 |
| Technology Support | Jane Smith | *Jane’s signature* | 03/31/2026 |

**Table of Contents**

[Template Guide 1](#_Toc62381441)

[1 Project Completion 2](#_Toc62381442)

[1.1 Completion Criteria 2](#_Toc62381443)

[1.2 Outstanding Items 2](#_Toc62381444)

[2 Project Closure 3](#_Toc62381445)

[2.1 Deliverables 3](#_Toc62381446)

[2.2 Documentation 4](#_Toc62381447)

[2.3 Suppliers 5](#_Toc62381448)

[2.4 Resources 5](#_Toc62381449)

[2.5 Communication 5](#_Toc62381450)

[3 Approval 6](#_Toc62381451)

[4 Appendix 6](#_Toc62381452)

[4.1 Supporting Documentation 6](#_Toc62381453)

# 

# Project Completion

The NSE project has reached its completion stage, meeting all predefined criteria for success. The project objectives, including the realization of the project vision and the achievement of all defined goals, have been successfully accomplished. Additionally, the project has delivered all specified deliverables, which have been accepted by the customer as per the acceptance plan. Consequently, the project can be officially considered complete, marking a significant milestone in the journey of NSE's new product launch.

## Completion Criteria

List the criteria which must be met to confirm that the project is completed. For each criteria listed, assess whether or not it has been achieved to the satisfaction of the customer.

|  |  |  |
| --- | --- | --- |
| **Category** | **Criteria** | **Achieved** |
| Objectives | * The project ‘vision’ has been achieved (as defined in the Terms of Reference) * All project objectives have been achieved (as defined in the Terms of Reference) | *Y* |
| Benefits | * The full benefits have been realized (as defined in the Business Case) | *Y* |
| Deliverables | * All deliverables have been completed (as defined in the Terms of Reference) * All deliverables have been accepted by the customer (as per the Acceptance Plan) | *Y* |

## Outstanding Items

List any outstanding items which still need to be undertaken even though the project has satisfied the above completion criteria. For each item, list the actions required to be undertaken and the Owner responsible for undertaking the action.

|  |  |  |
| --- | --- | --- |
| **Item** | **Action©** | **Owner** |
| Activities | Final submission of all documentation into archives. | Grace Allen, Project Closure |
| Risks | *N/A* | *N/A* |
| Issues | *N/A* | *N/A* |

# 

# 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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable** | **Current** | | **New©** | | **Hand-over Plan** | | |
| Type | Owner | Location | Owner | Location | Activities | Date | Owner |
| Financial General Ledger, Accounts Payable and Accounts Receivable system modules | NSE | NSE Headquarters | NSE | NSE Headquarters | * Handover system maintenance * Handover operational support * Handover system documentation | 3/31/2026 | Sally Smith |
| Software product | NSE Development Team | Development environment | Client’s production environment | Client’s production environment | * Final testing and debugging report | 3/31/2026 | Mary Bradshaw |
| Install software on client’s servers | NSE Development Team | NSE Development servers | Client Production servers | Client Production servers | * Training and support documentation | 3/31/2026 | Client IT manager |

## Documentation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Documentation** | **Current** | | **New©** | | **Hand-over Plan** | | |
| Type | Owner | Location | Owner | Location | Activities | Date | Owner |
| Project Initiation:   * Business Case * Feasibility Study * Terms of Reference | Jim Jones | NSE Headquarters | Customer | Customer address | Give documentation to customer | 3/31/2026 | Mary Bradshaw |
| Project Planning   * Project Plan * Resource Plan * Financial Plan * Quality Plan * Acceptance Plan | Sally Smith | NSE Headquarters | Customer | Customer address | Give documentation to customer | 3/31/2026 | Mary Bradshaw |
| Project Execution   * Change Process * Change Form * Change Register * Risk Process * Risk Form * Risk Register | Clayton DeSimone | NSE Headquarters | Customer | Customer address | Give documentation to customer | 3/31/2026 | Mary Bradshaw |

## Suppliers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier Name** | **Contract Reference** | **Termination Activity©** | **Release Date** | **Activity Owner** |
| AI Advantage (third-party AI vendor) | 85 | * Notify supplier of termination * Release supplier resources * Return supplier assets * Pay supplier invoices | 3/31/2026 | James Arnold |

## Resources

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Resource  Name** | **Current**  **Designation** | **Release Activity** | **Release Date** | **Activity Owner** |
| Jim Jones | Process Manager | * Notify staff member of release * Release staff member * Return staff assets * Pay final staff salary | 3/31/2026 | Clayton DeSimone |
| Amy White | Software support | * Release for work on other projects | 3/31/2026 | Clayton DeSimone |

## Communication

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target Audience** | **Intended**  **Message** | **Method  Used©** | **Dispatch Date** | **Dispatch Owner** |
| Project Sponsor | * 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 | 3/31/2026 | Clayton DeSimone |

# Approval

Name: John Doe\_\_\_\_\_\_\_\_\_\_

Role: Vice President\_\_\_\_\_\_

Signature: *John’s signature*\_\_\_\_

Date: 03 / 31 / 2026

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

# 

# Appendix

## Supporting Documentation

* See Lessons Learned document.