**General Program Information**

|  |  |
| --- | --- |
| Program Name: |  |
| Program Overview: |  |
| Inclusive Dates: |  |
| Program Manager: |  |
| Executive Sponsor: |  |
| Date of Closure: |  |
| Report Prepared By: |  |

**Part I: List of Projects and Program Components**

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| --- | --- |
| Project 1: Name | Description |
| Project 2: Name | Description |
| Project 3: Name | Description |
| Project 4: Name | Description |
| Program Components: (if applicable | if applicable list additional program components like subprograms or specific workstreams) |

**Part II: Comparison of Planned vs Actual Objectives**

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| --- | --- | --- |
| Planned Objective | Actual Objective Accomplished | Variance Analysis |
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|  |  |  |
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**Part III: Program Closure Activities**

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| --- | --- |
| Closure Activity | Description |
| Program Financial Closure | * Summary of final budget vs actual costs, any unresolved financial obligations, and how they were addressed. * Details of budgetary variances and explanations |
| Program Information Archiving and Transition | * Description of how program documentation, lessons learned, reports, and other critical information were archived. * Outline of how information was transitioned to relevant stakeholders or future initiatives. |

|  |  |
| --- | --- |
| Program Procurement Closure | * Summary of all closed contracts and procurement activities. * Status of any unresolved procurement issues or contract disputes and how they were resolved. |
| Program Resource Transition | * Overview of how resources (human, technical, material) were reassigned, released, or transitioned to other projects or organizational functions. * Documentation of resource availability post-program |
| Program Risk Management Transition | * Status of residual risks, how they were handled, and any transition of risk management to other departments or projects. * Lessons learned from risk management and any recommendations for the future. |

**Part IV: Criteria and Benefits Realization**

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| --- | --- |
| Consideration | Findings |
| Planned Benefits | List the intended benefits and outcomes of the program. |
| Actual Benefits Realized | Compare with actual outcomes, noting any benefits that exceeded or fell short of expectations. |
| Success Criteria | Outline the key success criteria for the program and an analysis of how well the program met these criteria. |

**Part V: Lessons Learned**

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| --- | --- |
| Consideration | Findings |
| What went well with the program? | List what went well. |
| What could have been improved? | List areas that could have turned out better. |
| What solutions are recommended? | Identify potential solutions to maintain areas that went well and address areas that could have gone better. |

**Part VI: Stakeholder Feedback**

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| --- | --- |
| Consideration | Findings |
| Key Stakeholder Satisfaction | Summary of feedback from the executive sponsor, program manager, project teams, and any other critical stakeholders regarding the overall success and areas for improvement. |
| Stakeholder Review | Documentation of any final stakeholder meetings, reviews, or sign-offs regarding program closure |

**Part VII: Action Items-Post Closure**

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| --- | --- |
| Consideration | Action Items |
| Unfinished Deliverables | List any remaining deliverables or activities that need to be completed after program closure and assign responsibility. |
| Open Risks or Issues | Highlight any open risks or issues that were transitioned and provide details of how they will be managed going forward.  Future Recommendations |
| Future Recommendations | Outline recommendations for organizational changes, continuous improvements, or potential follow-up initiatives. |

**Part VIII: Final Approvals and Sign-offs**

|  |  |  |
| --- | --- | --- |
| Stakeholder | Date | Verification |
| Program Manager Approval | Date | Sign-Off |
| Executive Sponsor Approval | Date | Sign-Off |
| Other Key Stakeholder Sign-offs (if required) | Date | Sign-Off |