Project Close-Out Report Template

<table>
<tr><td colspan="2" align="center">AHI APP Project Close Out Report</td></tr>
<tr><td colspan="2">Report Date: Nov 2025</td></tr>
<tr><td colspan="2">KEY INFORMATION</td></tr>
<tr><td>Project Name</td><td>AHI APP</td></tr>
<tr><td>Division/Department</td><td>PMO</td></tr>
<tr><td>Project Sponsor</td><td>Mary Smithers</td></tr>
<tr><td>Project Manager</td><td>Cary Manning</td></tr>
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<table>
<tr><td>PROJECT GOALS</td></tr>
<tr><td>Document the original goals from the project charter.</td></tr>
<tr><td>1. Design an App</td></tr>
<tr><td>2. Develop an App</td></tr>
<tr><td>3. Test an App</td></tr>
<tr><td>4. Launch an App</td></tr>
<tr><td>5. Improve an App</td></tr>
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<table>
<tr><td>PROJECT GOAL SUCCESS ANALYSIS</td></tr>
<tr><td>Highlight the success or failure in meeting the project goals from the original plan and explain deviations. (Success, Partial Success, Not Accomplished)</td></tr>
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1. Design an app: Success

2. Develop an app: Partial Success: some features not included

3. Test an app: Success

4. Launch an app: Success

5. Improve an app: Success

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SCOPE REVIEW
Call out any variances to the original scope plan and briefly describe why they happened. Can these variances be prevented in future projects? If so, how?
Two required data feeds and a number of desired reports were not included. Inadequate requirements gathering at the beginning of the project resulted in several change requests. The team will incorporate the outstanding requirements into version 2

SCHEDULE REVIEW
Call out any variances to the original schedule plan and briefly describe why they happened. Can these variances be prevented in future projects? If so, how?
At the end of the project, the app was developed within the specified time frame. The team added a third sprint and developed the app within the 90-day development window

COST REVIEW
Call out any variances to the original budget plan over or under and briefly describe why they happened. Can these variances be prevented in future projects? If so, how?
Additional costs of US $7000 were incurred due to equipment requirement omissions and inflationary cost factors not considered during initial planning

RISK ANALYSIS
Call out anticipated or unanticipated risks that impacted the project. Could these risks be prevented in future similar projects? If so, how? Refer to the Risk Register to review or link to register directly.
Virtually all risks identified at the beginning of the project occurred during the project. Having a plan in place gave us the option to move around the obstacles quicker: allowing us to stay on schedule. Better planning and understanding of end to end processes would have given us greater knowledge about what is needed. Requirements gathering is critical.

OUTSTANDING ITEMS
List any outstanding project-related follow-up items, how they are being addressed, and who is responsible.

Issue	Planned Resolution	Assigned To
Minor interface issues	November 15	Priya Service
Onboarding	December 1	Human Resources

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LESSONS LEARNED	
DID WELL	
Note what aspects of the project went well or better than expected, and share your thoughts on how this positive outcome could be replicated in future projects.	
ITEM	**NOTES**
new App satisfied	**New App Satisfied requirements from test group**
Delivered on time	**Met requirements**
DO BETTER	
Note what aspects of the project went poorly or worse than expected, and share your thoughts on how this less than desirable outcome could be avoided in future projects.	
ITEM	**NOTES**
Initial Scrum Training	**Dev Team felt more scrum training would have been good**
Velocity based on assumption	**Improve understanding of story points in the future**
Hiring	**Only hired one candidate**
RECOMMENDATIONS	
Note any recommendations for future project managers managing similar projects.	
Make room for professional development of team early in project Do better requirements gathering	

PROJECT ARCHIVES
Note where those wanting to reference documents related to this project in the future will be able to find them.
Check local One Drive or email PMO office

PROJECT CLOSEOUT
• Lessons Learned Conducted: November 2025 • Closeout Review Complete: December 2025