PRJ 00000 PM2 Close Project Closure Report

**Project Closure Report**

**<Project Name>**

**General Information**

|  |  |
| --- | --- |
| Clarity Project #: | <PRJ-xxxx> |
| Project Name: | **<Project Name>** |
| Project Sponsor: | <Sponsor Name> |
| Project Manager: | <Project Manager Name> |
| Attachments: | <Attachments Description> |
| Location: | <File Location in SharePoint/Documentum> |

**Revision / Change History**

|  |  |  |  |
| --- | --- | --- | --- |
| Revision Level | Revision Date | Revision Author | Description of Changes |
| 0.1 | <date> |  | Initial Version |
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*This template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the particular project. The instructions should be deleted before distributing the document.*

* *Blue italicized text enclosed in square brackets (i.e., [text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.*
* *Blue text enclosed in angle brackets (i.e., <text>) indicates a field that should be replaced with information specific to the particular project.*
* ***Text and tables in black*** *are provided as boilerplate examples of wording and formats that may be used or modified as appropriate*.

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# Document Purpose

The Project Closure Report summarizes the final project outcomes as compared to planned in the areas of objectives, schedule and budget. This includes a description of the variances and feedback and lessons-learned from project stakeholders. Open project issues, pending action items and handoffs are identified and assigned to non-project owners for completion. Completing this document and reviewing it with the stakeholders is an important step for closing the project.

# Project Description

*[Provide a description and overview of the project for completeness of information. This section can be created from a summary of description and objectives of the project from the Charter document. Any relevant additional information may also be added.]*

# Project Objectives Assessment

*[List the objectives and success measures defined in the Project Charter and provide an assessment of how they were met or not met. If they were not met, then provide explanations for not achieving each one of them. Larger and longer duration projects would typically have objectives revised since initiation due to changes in business and customer needs.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Objective** | **Success Measures** | **Results (Met or Not)** | **Comments/Notes** |
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# Schedule Assessment

*[Provide the baseline estimated and actual work effort and overall variance for the project. Also provide the original target and actual delivery date and overall variance. Provide an explanation even if there is no variance. Effort may be reported as totals for the project at a granular level like phases or deliverables. Similarly delivery date may be reported as the final date the solution was delivered or by key milestones.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Baseline Effort (Total Planned Hours)** | **Actual Project Hours** | **Variance (+/- %)** | **Comments/Explanation** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Baseline Delivery Date** | **Actual Delivery Date** | **Variance (+/- %)** | **Comments/Explanation** |
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# Project Financial Assessment

*[Provide the major cost components from original financial plan, actual costs incurred and ay variances. Please provide explanations for variances or results achieved, if required, including any lessons-learned for meeting or not meeting planned costs.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Categories** | **Baseline Cost** | **Actual Cost** | **Variance (+/- %)** | **Comments/Notes** |
| Vendor Resources |  |  |  |  |
| Internal Labor |  |  |  |  |
| Professional Services |  |  |  |  |
| Hardware/Software |  |  |  |  |
| Training |  |  |  |  |
| Travel |  |  |  |  |
| Contingency |  |  |  |  |
|  |  |  |  |  |

# Issues, Action Items and Hand-Offs

*[Any unresolved issues, pending action items or tasks to be handed off should be documented and responsible parties identified. Benefits realization measurements should also be identified here. Appropriate stakeholders who will be responsible should be identified and responsibilities should be handed over during this phase. ]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Description of Issue, Action Item or Handoff** | **Type** | **Owner** | **Comments/Notes** |
|  |  |  |  |  |
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# Lessons Learned Summary

*[Summarize the lessons learned captured from the project. These represent activities that were effective or areas where improvements were identified to be required. These are generally captured from meetings and reviews, team and stakeholder survey and project close meetings. The project team should categorize and summarize these for the benefit and review of other teams. The project focus areas may include project governance, scope, objectives, communications, requirements, stakeholder involvement, performance, quality, change-readiness, etc.]*

|  |  |  |
| --- | --- | --- |
| **Focus Area** | **Effective Practices**  **(What Worked Well)** | **Practices requiring improvement**  **(What Needs to be Improved)** |
|  |  |  |
|  |  |  |
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# Approvals

*[Actual approval may be in electronic format but authorized approvers for this document should be named here. ]*

The undersigned acknowledge that they have reviewed and approved this Project Closure Report for the *<Project Name>*. Changes to this document will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Approval** | **Date** |
|  |  |  |  |
|  |  |  |  |

# Appendix: Attachments or Links

*[Attach any supporting information available.]*