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| Project Close-Out Report | |
| **Report Date:** *<Project end date>* | |
| **Key Information** | |
| Project Name |  |
| Division/Department |  |
| Project Sponsor |  |
| Project Manager |  |

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| **Project Goals** |
| Document the original goals from the project charter. |
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| **Project Goal Success Analysis** |
| Highlight the success or failure in meeting the project goals from the original plan and explain deviations. (Success, Partial Success, Not Accomplished) |
| 1.  2.  3.  4.  5. |

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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? |
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| **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? |
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| **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? |
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| **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. |
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| **Outstanding Items** | | |
| List any outstanding project-related follow-up items, how they are being addressed, and who is responsible. | | |
| **Issue** | **Planned Resolution** | **Assigned To** |
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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** |
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| **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** |
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| **Recommendations** | |
| Note any recommendations for future project managers managing similar projects. | |
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| **Project Archives** |
| Note where those wanting to reference documents related to this project in the future will be able to find them. |
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| **Project Closeout** |
| * Lessons Learned Conducted: Date * Closeout Review Complete: Date |