

**Project Closure Report**

**System Name**

Release: Status

Date: DD MMM YYY

Authors: XXXXX

# Report History

## Document Location

This document is only valid on the day it was printed.

The source of the document will be found at XX

## Revision History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision date** | **Author** | **Version** | **Summary of Changes** | **Changes marked** |
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## Approvals

This document requires the following approvals:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
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# Project Closure Report Purpose

The Project Closure Report is the final document produced for the project and is used by senior management to assess the success of the project, identify best practices for future projects, resolve all open issues, and formally close the project.

This Project Closure Report is created to accomplish the following:

* Review and validate the milestones and success of the project
* Confirm outstanding issues, risks, and recommendations
* Outline tasks and activities required to close the project
* Identify project highlights and best practices for future projects.

# Project Closure Report Summary

## Project Background Overview

## Project Objectives

The objectives of this project are to:

* Objective 1.
* Objective 2.

## Project Timeline

Please provide a high level timeline showing actual key activities and milestones achieved, across the life of the project

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Planned completion date** | **Revised completion date** | **Actual completion date** |
| Project Start |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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## Project Closure Synopsis

The project has achieved the following original objectives:

* PID objective 1.
* PID objective 2.

The project has not achieved the following original objectives:

* PID objective 3.
* PID objective 4.

# Project Performance

## Project Achievements

The primary objectives in the PID were to:

* PID objective 1.
* PID objective 2.

The project has achieved some/all of these objectives.

The project has also delivered:

* Objective 1.
* Objective 2.

## Outstanding Objectives

The following objectives are still being worked on, or are have been agreed by the Project Board as not being delivered:

* PID objective 1.
* PID objective 2.

The objectives being noted should include ownership, timescales or a reason why the Project Board has accepted the non delivery. Reference to section 5.6 should be made as this describes what is going to happen to deliver the objectives after the project closes.

## Milestone and Deliverables Performance

**Project Schedule Overview**

The business case for the project was approved in MMM YYYY.

Proposed timescales were XX. (please include a high level summary of timescales from the business case

Please provide a brief narrative commentary around actual project milestone and deliverables performance as against original business case milestones and deliverables.

## Project Schedule Corrective Actions

A description of any causes for project slippage and corrective actions.

## Project Benefits

Provide details of measurements and observations that have been agreed to take place post-project to monitor benefits realisation – this should be drawn from the project benefits log. Note any benefits that are not going to be achieved, with a brief explanation of why.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Benefit** |  |  |  |  |  |
| **Benefit owner** |  |  |  |  |  |
| **Measurement/ Observation Method** |  |  |  |  |  |
| **Baseline measurement (pre project)** |  |  |  |  |  |
| **To be measured by (who?)** |  |  |  |  |  |
| **Frequency** |  |  |  |  |  |
| **Proposed date of next measurement/ observation** |  |  |  |  |  |
| **To be reported to** |  |  |  |  |  |

## Budget Performance

See H:\strategic-projects\Business Cases\XXX for complete figures.

**Project Budget Overview (£k):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Original**  **MMM-YY** | **Revised**  **MMM-YY** | **Actual**  **MMM-YY** | **Closing Balances** |
| Project Staffing | XX | XX | XX | XX |
| Hardware | XX | XX | XX | XX |
| Consultancy Services | XX | XX | XX | XX |
| S/W & Licence Maintenance | XX | XX | XX | XX |
| Contingency | XX | XX | XX | XX |
| Running Costs | XX | XX | XX | XX |
| **Total Project Costs** | **XX** | **XX** | **XX** | **XX** |
|  |  |  |  |  |
| Additional core costs identified in the business case | |  |  |  |
| XXX |  |  |  |  |
| Additional costs not identified in the business case | |  |  |  |
| XXX |  |  |  |  |

Notes:

1. The project is over/under budget for the following reasons:

* Reason 1.
* Reason 2.

## Project Governance and Quality Management

The following processes and procedures were employed to assure the quality of the project and deliverables.

### Project Assurance

A project assurance role was implemented as a function within the Project Board to independently assure the quality of the project process and deliverables.

### Project Board

Constituted on DD MMM YYYY, membership, etc.

### Configuration and Integration

Add details if required, OR remove section.

### Process Development

Add details if required, OR remove section.

### Acceptance Criteria

Add details if required, OR remove section.

### User Pilot

Add details if required, OR remove section.

### New Processes

Add details if required, OR remove section.

### Change management

Add details if required, OR remove section.

### Health and Safety

Add details if required, OR remove section.

### Installation Quality

Add details if required, OR remove section.

### Project Overview

Add details if required, OR remove section.

## Equality and Diversity Considerations

If not elsewhere specified please provide a summary of how Equality and Diversity implications of the project were considered and what (if any) necessary actions were subsequently taken to address these considerations

## Privacy and information security considerations

If not elsewhere specified please provide a summary of how Privacy and Information Security implications of the project were considered and what (if any) necessary actions were subsequently taken to address these considerations

## Sustainability considerations

If not elsewhere specified please provide a summary of how Sustainability implications of the project were considered and what (if any) necessary actions were subsequently taken to address these considerations

# Project Closure Tasks

## Knowledge Transfer

* Project documents are held at: http://www.bris.ac.uk/
* Operational information is held at: http://www.bris.ac.uk/
* Training documents and information on policies and processes are held at: http://www.bris.ac.uk/
* Project process maps have been published to the IPS Process Library.

## Issue Management

The Project Issues are available at H:\XXX. The remaining open issues are:

* Open issue 1.
* Open issue 2.

## Risk Management

The Project Risks are available at H:\XXX. The remaining open risks are:

* Open risk 1.
* Open risk 2.

## Communication Management

## Lessons Learned

### What Went Well

* Lesson learned 1.
* Lesson learned 2.

### What Did Not Go Well

The list below is a summary of the key lessons learned.

| **Lesson No** | **Lesson**  **Description** | **Suggested future action** | **Project Impact (High, Medium, Low)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## Post Project Tasks

| **Task** | **Owners** | **Notes** |
| --- | --- | --- |
|  |  |  |
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## Project Closure Recommendations

* Recommendation 1.
* Recommendation 2.

With the exception of the above tasks, the project has achieved the objectives identified in the Project PID and described in section 4 in this document.

Once the project deliverables are completed, the Project Board will be requested to formally note project closure on the understanding that the outstanding tasks will be addressed by those named above.

## Post Implementation Reviews

The purpose of the Post Implementation Review is to:

* Judge the degree of success of the project in meeting outstanding objective and planned levels of benefit.
* Examine all aspects of the working solution to see if further improvements can be made.
* To determine if there are further lessons to be learned from project deployment.

There will be a post implementation review on DD MMM YYY OR post implementation review(s) have taken place on DD MMM YYYY.

# Project Closure Report Approvals

**Approved By** (Project Sponsor)

**Approved By** (Senior User)

**Approved By** (Senior User)

**Approved By** (Senior User)

**Approved By** (Senior Supplier)

**Approval Date**

**Prepared By**  (Project Manager)

# Appendix A : Closure Check List

Project Managers should check that these activities have taken place. Please remove the check list once you have done this.

1. Benefits realisation; set up performance/objectives monitoring.
2. Agree date and attendees for Post Implement Review.
3. Complete privacy impact.
4. Move all documentation to H:drive project folders.
5. Add lessons learned to wiki.
6. Handover a copy of any software licensing contract to IT Services.
7. Ensure a handover meeting has taken place with IT Services, Procurement and Senior User to review the contract, ensure there is clarity around terms of contract and responsibilities for on-going contract management.
8. For new or changed IT Systems check that IT Services have completed or amended the Service Catalogue.
9. For any new or changed interfaces check that IT Services have completed the Interface Catalogue.