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| --- | --- |
| **Project Name:** |  |
| **Project Lead:** |  |
| **Directorate:** |  |
| **Closure Date:** |  |

# PROJECT CLOSURE - SYNOPSIS

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| --- |
| **Summary of Performance and Outcomes (Required)** |
| The objective of the Project was…  Work completed:   1. Milestones   Project documents may be found at |

# SCOPE MANAGEMENT

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| --- |
| **Unplanned Changes to Project Scope (Optional or “NA”)** |
| N/A |

# LESSONS LEARNED

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| **Summary of Lessons Learned or Best Practices (Optional, “NA” or Separate Activity)** |
| Lessons learned highlights |

# ADDITIONAL COMMENTS AND NOTES

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| **Other Project Highlights or Notes (Optional)** |
| **Considerations:**   * We discovered |