Project Closure Report

CLOSE YOUR PROJECT PROPERLY

What is a project closure report?

It is the final document that marks the closure of a project, and which ensures that all work is completed.

It also helps to analyze the gaps between the initial objectives and the results. It is also a tool to document the lessons learned.

When to use it?

CLOSING PHASE

The project review must be done at the end of a project, during the project closure phase.

However, interim reviews at the end of each phase or after each checkpoint are also recommended.

How to use it?

- Start by filling in the general information related to the project
- Analyze any deviations from the project objectives, deliverables, the completion date, the project cost, and the efforts invested
- Note the risks faced during the project
- Note the unexpected risks faced
- Identify post-implementation errors
- Note learned lessons and make recommendations for your next projects
- Evaluate stakeholder satisfaction
- Check that all documents relating to the project have been submitted
- Document the overall reception of the project

Document structure

- **Project identification**
- **Gap analysis**
- **Feedback on risk analysis**

- **Unexcpected impacts**
- **Post implementation stage**
- **Lessons Learned and Recommendations**

Let's get started.