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| Project Closure Report |
|  [Insert Project Name]  |

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| Type the author nameLast Update: October 16, 2012 |

# Project Summary

*This section should include a brief summary of the project that is being closed. This summary should capture the scope of the project and should contain enough detail to provide a full understanding of the project (high level objectives and purpose of the project).*

[Insert Project Summary]

# Project Team

*Provide information about who the project team consisted of (names, titles, role on project, and contact information. This can be done as a chart.*

[Insert Project Team]

# Project Outcome

*This section should outline the outcome of the project by comparing it to the objectives stated in the charter (or the approved changed objectives documented in the Project Management Plan). It should analyze the end result against key success factors that were identified in the project management plan and/or charter. It should analyze its performance against plans and tolerances and baselines (cost, schedule, quality, scope, risk, communication, etc). Budgeted vs actual costs should be included, as well as how the project measured against the planned timeline/milestones. Relevant statistics could also be included (eg. Stats on change requests received).*

*This section should also list planned vs actual product and project deliverables. This section should also include any final quality or cost measurements that were identified in the project management plan.*

*This section can be divided into sub-sections.*

[Insert Project Outcome]

# Lessons Learned Summary

*This section should only contain a high level summary of lessons learned for the project, with a referral to where the complete lessons learned are documented. This high level summary should highlight the top 3-5 successes and issues that should be kept in mind for future projects.*

[Insert Lessons Learned Summary]

# Transition to Operations

*Describe the transition of the project to operations upon completion. Reference any documents (such as the Maintenance Plan) created for this transition. Outline any difficulties or challenges faced during this transition, as well as highlight what went right during transition.*

[Insert Transition to Operations]

# Recommendations

*List any recommendations for future projects.*

[Insert Recommendations]

# Post Project or Outstanding Tasks and Issues

*List any post project or outstanding tasks/issues that still remain, who is responsible and how they will be managed to ensure completion.*

[Insert Post Project or Outstanding Tasks and Issues]

# Contract Closure

*Summarize project contract closure activities for procurement during the project.*

[Insert Contract Closure]

# Project Closure Approval

Approved by: [insert who has reviewed and approved this project’s closure]

Approval Date: [insert date the closure is approved]

This closure report was discussed by [insert where this closure was discussed] and documented at [insert where documentation for closure resides]. The above listed individuals agree to the closure of this project.