**[Insert Project Name]**

**Project Closure Report**

Further description if needed

***Please note:*** *all text highlighted in grey has been developed to assist you in preparing your Project Closure Report. Please delete this text once you understand the requirements.*

Document Control

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| **Version** | **Date** | **Author** | **Amendment** | **Distribution** |
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Document Approval

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**Supported by:**

**……………………………………………………………………..** Date: **……………………**

(INSERT Business Owner name / title)

**Approved by:**

**……………………………………………………………………..** Date: **……………………**

(INSERT Project Sponsor name / title)

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1. Purpose

*The Project Closure Report is used during project closure to review how the project performed against the original Project Planning documentation. It also allows the passing on of any lessons that can be usefully applied to other projects and the passing on of details of unfinished work and or ongoing risks to the area that will operationally support the project’s outputs.*

*The information contained in the following documents should be used to complete this report;*

* *Project Brief*
* *Business Case*
* *Project Planning Document*
* *Issues Log, Risk Register and Lessons Learned log.*

1. Project outcomes

|  |  |  |  |
| --- | --- | --- | --- |
| **Initial Project Outcomes** | **Agreed Changes to project outcomes** | **Performance Against Outcomes** | **Baseline** |
|  |  |  |  |

3. Project Performance

*Summarise the actual performance of the project against the planned performance. All projects vary to some extent from the original plan. These variations should be identified and the reasons for the variance described.*

*Summarise the actual performance of the project in relation to the achievement of targeted outcomes as detailed in the original Business Case. Were all planned targeted outcomes achieved and to what degree? Some outcomes may not be achieved at this point in time. In this case, details should be given as to when the outcomes are anticipated to be achieved and who is responsible for their ongoing measurement and reporting of progress towards their achievement.*

4. Project Costs

*Describe the actual performance of the project against the project budget.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expenditure** | **Original budget** | **Revised budget** | **Final actual budget** | **Variance** |
| *Record the cost items for the project* |  |  |  | *The amount difference between the Revised Budget and the Actual Budget* |

5. Lessons Learned

*What lessons did you learn? Describe how you collected the lessons learnt and what they are. This information can be taken from the Lessons Learned Log for the project. What worked well? What processes helped you with the project? Were the risk management, quality assurance and project documents useful? What would you do again?*

|  |  |  |  |
| --- | --- | --- | --- |
| **Problem** | **What worked** | **What didn’t work** | **Recommendations** |
| *Record all problems using the Lesson’s Learned Log* |  |  |  |

6. Closure Activities

*This section should cover the various activities required to close the project. Where relevant, the sub-sections should include:*

* *Issues Management- Identify any outstanding issues and who will continue to progress the issues;*
* *Risk Management- Identify any risks that will transfer to an operational area and who will; take on responsibility for monitoring them;*
* *Financial Management- Outline the final financial position and what will happen to any excess funds;*
* *Records Management- Identify what arrangements have been put in place for the storage, security and backup of hard copy and soft (electronic) copy records and project documents;*
* *Asset management- describe any assets that were acquired for the project, and who will take ownership of them upon completion of the project.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Description** | **Responsibility** | **Comment** |
| *Identify the activity ie; Risk / Issue / Asset / Record* | *Describe the activity* | *Who will take ownership of the activity upon closure of the project?* | *Any additional comments* |
|  |  |  |  |
|  |  |  |  |

7. Recommendations

*It would be expected that one of the recommendations would be for the Project Sponsor to agree that the project can be deemed closed as it has fulfilled all of the requirements as documented in the relevant Project Planning Document or Project Brief, or where this is not the case, he Project Sponsor is satisfied that all outstanding items have been satisfactorily addressed.*

8. Appendices

*This section is optional. Where necessary, appendices can be attached to provide any relevant supporting information, such as:*

* *A list of stakeholders who participated in the review;*
* *Any additional information to promote improvement of future projects of a similar nature, as all necessary information is contained within a single document.*