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**Project Closedown Report**



**Project Name:**

**Department:**

**Focus Area:**

**Product/Process:**



**Prepared By**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
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**Project Closedown Report Version Control**

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| **Version** | **Date** | **Author** | **Change Description** |
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**Note** For standard sections of the Project Closedown Report template that have been excluded from the present document, the section headings have been moved to the Project Closedown Report Sections Omitted list at the end.

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# PROJECT CLOSEDOWN REPORT PURPOSE

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| --- |
| **Project Closedown Report Purpose** |
| [**Replace this text with your own statement of purpose, or use the following sample.**]  The Project Closedown 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. |



# PROJECT CLOSEDOWN REPORT GOALS

|  |
| --- |
| **Project Closedown Report Goals** |
| [**Replace this text with your own statement of goals, or use the following sample.**]  This Project Closedown Report is created to accomplish the following goals:   * 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 CLOSEDOWN REPORT SUMMARY

## Project Background Overview

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| **Project Background Overview** |
| [**Replace this text with a brief description of the project background.**   * **What were the original goals, objectives, and success criteria?** * **Refer to project overview statement and/or project charter for this information.**] |

## Project Highlights and Best Practices

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| **Project Highlights and Best Practices** |
| Project Highlights:  Best Practices: |

## Project Closedown Synopsis

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| **Project Closedown Synopsis** |
| [**Replace this text with a brief description of why the project is being closed.**   * **Is it being closed because all project objectives and deliverables have been met?** * **Or is it being closed for other reasons (loss of funding, shift in strategy, etc.)?**] |



# PROJECT METRICS PERFORMANCE

## Goals and Objectives Performance

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| **Goals and Objectives Performance** |
| [**Replace this text with a comparison of actual project performance to project objectives.**] |

## Success Criteria Performance

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| --- |
| **Success Criteria Performance** |
| [**Replace this text with details of project performance in terms of targeted success criteria.**   * **Were all criteria achieved? To what level of success?** * **If some criteria were not achieved, what were the reasons? Is achievement anticipated at a later date?** * **Who is responsible for measuring continued progress?**] |

## Milestone and Deliverables Performance

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| --- |
| **Milestones and Deliverables Performance** |
| [**Replace this text with an outline of actual performance of project milestones and corresponding deliverables.**   * **Were all deliverables achieved with high quality and customer acceptance?** * **If not, what were the reasons?** * **Is achievement anticipated at a later date?**] |

## Schedule Performance

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| **Schedule Performance** |
| Project Schedule Overview:  Project Schedule Control Process:  Project Schedule Corrective Actions:  Project Schedule Integration with Managing Project: |

## Budget Performance

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| --- |
| **Budget Performance** |
| Project Budget Overview:  Project Budget Corrective Actions: |

## Metrics Performance Recommendations

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| **Metrics Performance Recommendations** |
| [**Replace this text with an outline of metrics performance recommendations for the future.**] |



# PROJECT CLOSEDOWN TASKS

## Resource Management

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| **Resource Management** |
| [**Replace this text with an explanation of how resources were managed.**   * **What resource needs changed during the project?** * **Outline the steps to be taken in shifting project resources to other projects.** * **Explain how project knowledge (IP) from project team members will be captured and retained for future projects.**] |

## Issue Management

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| **Issue Management** |
| [**Replace this text with a list of any issues still outstanding at the end of the project.**   * **Will each issue be resolved?** * **Who will continue to report on each issue's progress?**] |

## Risk Management

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| **Risk Management** |
| Project Risks Mitigated:  Outstanding Project Risks: |

## Quality Management

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| **Quality Management** |
| [**Replace this text with a description of how quality management processes were used and integrated into the project, and how quality control measures provided quality assurance.**] |

## Communication Management

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| **Communication Management** |
| [**Replace this text with an outline of the project communication process.**   * **How effective was the process?** * **What changes were made during the project?**] |

## Customer Expectation Management

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| **Customer Expectation Management** |
| [**Replace this text with a brief description of how customer expectations were managed.**   * **Did these expectations vary during the course of the project? If so, how?**] |

## Asset Management

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| **Asset Management** |
| [**Replace this text with a list of assets remaining at the end of the project.**   * **How will those assets be dispositioned?** * **Who will manage the disposition process?**] |

## Lessons Learned

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| --- |
| **Lessons Learned** |
| [**Replace this text with a list of successes and shortcomings to remember for the future.**   * **Which activities and processes worked well?** * **Which could have been improved, and how?**] |

## Postproject Tasks

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| --- |
| **Postproject Tasks** |
| [**Replace this text with a list of outstanding issues for this project.**   * **What actions are not yet completed? Who is responsible for them?** * **Which success criteria are not yet met? Which deliverables are not yet achieved?** * **Which training requirements are still outstanding?** * **This information can be summarized from details in the preceding sections.**] |

## Project Closedown Recommendations

|  |
| --- |
| **Project Closedown Recommendations** |
| [**Replace this text with a list of recommendations arising from review of Closedown tasks.**   * **The main recommendation would usually be to gain project Closedown approval from the Project Sponsor, including agreement that the project has fulfilled all of the requirements as documented and that the Project Sponsor is satisfied that all outstanding items have been satisfactorily addressed.**] |



# PROJECT CLOSEDOWN REPORT APPROVALS

**Prepared By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

([**Job Title**])

**Approved By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

([**Job Title**])

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([**Job Title**])

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

([**Job Title**])

**Approval Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



# APPENDICES

## Project Closedown Report Sections Omitted

