|  |
| --- |
|  |
|  |
| **Closure Report Template** |
|
|  |
| **Project Name here** |

|  |  |
| --- | --- |
| **Project number** |  |
| **Project Sponsor** |  |
| **Project Manager** |  |
| **Document author** |  |
| **Document status** | Draft / Released |

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# Business objectives

Please enter the Project objective here.

# Closure statement

Indicate if the scope, schedule, and budget were achieved in this Project.

# Benefits measurement

Measure the success criteria identified at the beginning of the Project, in the Kick off Presentation, to the benefits of the Project.

# Outstanding risks, issues and deliverables

## Risks

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Description of risk and impact** | **Date raised** | **Likelihood of occurrence** | **Severity** | **Risk Category** | **Risk management action** | **By whom/date** |
|  |  |  |  |  |  |  |  |

## Issues

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Description of issue** | **Date raised** | **Raised by (name)** | **Issue owner** | **Date to be resolved**  | **Priority (1 to 5)** | **Comment, progress** |
|  |  |  |  |  |  |  |  |

Priority 1: Critical- needs escalation 2: Major impact - can be handled by project team 3: Medium impact 4: Minor impact 5: No importance

## Actions/ outstanding deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ref** | **Action/outstanding deliverable** | **Accountable** | **Date to be completed**  | **Comment, progress** |
|  |  |  |  |  |

# Project efficiency

The current situation compares with the approved plan as determined and baselined in the Planning Phase and most recent subsequent authorized Change Requests (if any) as follows:

## Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gates & Milestones** | **Dates from Kick-off** | **Dates from baselined Project Plan** | **Baseline from most recent authorized Change**  | **Dates Achieved**  |
| **Initiation completion** | Dd/mm/yy |  |  |  |
| **Commodity & Services Acquisition completion** |  |  |  |  |
| **Requirements sign off** |  |  |  |  |
| **Project Planning complete** |  |  |  |  |
| **UAT Start** |  |  |  |  |
| **UAT End** |  |  |  |  |
| **Implementation**  |  |  |  |  |
| **Project Execution complete** |  |  |  |  |

Add other key milestones if appropriate as given in the Project Plan.

## Costs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost Breakdown** | **As given in the Kick-off** | **As given at the completion of the Planning Phase** | **Sanction as given in the latest subsequent auth’d Change** | **Cost @ completion**  | **Variance** |
| **Internal labor** |  |  |  |  |  |
| **External expenditure** |  |  |  |  |  |
| **Total Costs** |  |  |  |  |  |

Are there any outstanding Purchase orders to be raised?
Yes/No (If yes – your project cannot be complete!)

# Testing summary

Insert Testing results from System Integration Testing, Unit Testing, and User Acceptance Testing

## Testing Summary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Tests run total** | **Pass** | **Fail** | **Critical** | **Major** | **Medium** | **Minor** | **Remaining Open** |
|  |  |  |  |  |  |  |  |

# Lessons learned

Add Lessons learned with associated Actions

# Acknowledgements

Text

Appendices

1. References

|  |  |
| --- | --- |
| ID | **Reference** |
|  |  |

1. About this document

|  |  |
| --- | --- |
| **Document Owner:** <name> | <department> |
|  |
| **Changes since last version:** |