# Project Closing Report

The purpose of this report is to formally close the project, ensuring that deliverables have met expectations and are fully transferred to the customer(s) and project sponsor for operational use. The closing of the project releases the project team from further work on this project and signals to all stakeholders that the project is now complete.

|  |  |
| --- | --- |
| **Project Name** |  |
| **[Project ID](#ProjectID" \o "issued by PMO)** |  |
| [**Project Sponsor**](#ProjectSponsor) | [Title], [Department], [Name] |
| **[Project Owner](#ProjectOwner" \o "An individual who ensures that the project goals are aligned with the organization’s strategy, gathers support from senior leaders, and helps to resolve conflicts and remove obstacles that may occur throughout the project. They are accountable to Sponsor.)** | [Title], [Department], [Name] |
| [**Project Manager**](#ProjectManager) | [Title], [Department], [Name] |
| [**Project Team**](#ProjectTeam) | [Title], [Department], [Name][Title], [Department], [Name][Title], [Department], [Name] |
| **Project Start Date** |  | **Completion Date** |  |

## Project Goal(s)

Click or tap here to enter text.

## Project Performance Outcomes

Add rows as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Acceptance Criteria** | **Actual Results** | **Variance & Explanation** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Were project deliverables completed according to schedule? If no, please provide comments.**

Click or tap here to enter text.

**Was the project completed within budget? If no, please provide comments.**

Click or tap here to enter text.

## Project Closure Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Yes** | **No** | **N/A** | **Comments** |
| Adequate training of end-users |[ ] [ ] [ ]   |
| Transfer of deliverables to customer/project sponsor |[ ] [ ] [ ]   |
| All project documents are up-to-date, complete, and filed |[ ] [ ] [ ]   |
| All invoices have been paid |[ ] [ ] [ ]   |
| All contracts and accounts are closed |[ ] [ ] [ ]   |
| Lessons Learned have been logged and reviewed |[ ] [ ] [ ]   |
| Appreciation expressed to project team members |[ ] [ ] [ ]   |
| Project team members released from project |[ ] [ ] [ ]   |
| Are there future recommended projects or initiatives related to this one? If yes, please include details in Comments. |[ ] [ ] [ ]   |

## Approvals

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name and Title** | **Signature** | **Date** |
| **Project Sponsor** |  |  |  |
| **Project Owner** |  |  |  |
| **Project Manager** |  |  |  |