**Project Closure Report**

**Document Version**

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| Project Name |  |
| Project Sponsor |  |
| Project Manager |  |
| Date  |  |

**Document Approval Signatures**

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| --- | --- | --- | --- |
| Role  | Name | Signature | Date |
| Project Manager |  |  |  |
| Project Sponsor |  |  |  |
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This is the Project Managers report to the Project Sponsor stating how well the project has performed against the Project Proposal and PMP, including the original planned cost, schedule and expected benefits (that can be assessed at this time). At this time all project documentation should be up-to-date.

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| **Checklist**  | **✓** | **Comments** |
| All deliverables completed to the required quality |  |  |
| All invoices & cross charges paid (if applicable) |  |  |
| Final cost of project established (please state) |  |  | £0 |
| Project documentation completed |  |  |
| Risks and Issues closed or resolved |  |  |
| Handover to organisation complete |  |  |
| Potential further work or follow on activity |  |  |

1. **Achievement of the Projects Benefits**

Drawing on content from the Project Proposal & PMP, list the original defined benefits. Have these benefits been delivered or are they on schedule to be delivered as originally anticipated?

1. **Performance Against Original Schedule**

Comment on how the project performed against the original baselined schedule. What were the reasons for major delays or accelerations? Discuss those tasks whose actual duration varied the most from the original estimated duration.

1. **Performance Against Original Forecast Costs & Resources**

Comment on how the project performed against the original approved budget and resource estimate. What were the reasons for variations from the original approved estimates? Discuss those tasks whose actual cost and resource utilisation varied the most from the original estimated duration.

1. **Impact of Approved Changes & Raised Exceptions**

List all approved changes as included in the Change Log. Comment on how these changes impacted the project schedule, cost, quality and scope. Could these changes have been foreseen? Was there any particular source reason for changes?

1. **Summary of Key Project Issues & Resolutions**

Review the Issue Log and comment on those issues that had the largest impact on the project. Provide recommendations on how these key issues could be avoided or reduced on future projects.

1. **Lessons Learned**

Building on Section 6, discuss any other lessons (positive & negative) that were learned during this project. What would you do differently next time?

1. **Project Managers Commentary**

Please add any additional comments worth sharing with the Project Sponsor wider organisation.

1. **Future Benefits Realisation**

For those benefits listed in (1) that are yet to be realised explain who will now take ownership of monitoring and measuring their realisation.

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| **Benefit** | **How will this be measured?** | **Who will take ownership?** | **When will the benefit be realised / measured?** |
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