|  |  |  |
| --- | --- | --- |
| **Project Closure Report** | **Project:** |  |
| **Phase:** | Closeout |
| **Date:** |  |
| **Time:** |  |
| **Attendees:** |  |
| **Closeout Items** |
| 1. Meeting Objective: **Project Review – Post Completion**
2. Closeout Topics:
	1. Project Outcome Effectiveness
	2. Scope Management
	3. Budget Management
	4. Schedule Management
	5. Quality Management
	6. Risk Management
	7. Issue Management
	8. Communications Management
	9. Acceptance Management
	10. Implementation Management
	11. Transition Management
	12. Project Team Performance
	13. Process Effectiveness
	14. Relocation of Folders
	15. Budget Close-Out
	16. Security
3. What went well?
4. What could have been better?
5. Roles/Responsibilities turnover
6. Project Overview
 |
| **Decisions Made** |  |
| **Follow-up Action Items** |
| **Item** | **Responsible Person(s)** | **Target Date** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Closeout Topics** |
| *Discuss each topic and develop any comments in the provided box.* |
| **Discussed?** | **Topic** | **Comments** |
| **[ ]**  | *Project Outcome Effectiveness*  |  |
| **[ ]**  | *Scope Management* |  |
| **[ ]**  | *Budget Management* |  |
| **[ ]**  | *Schedule Management* |  |
| **[ ]**  | *Quality Management* |  |
| **[ ]**  | *Risk Management* |  |
| **[ ]**  | *Issue Management* |  |
| **[ ]**  | *Communications Management* |  |
| **[ ]**  | *Acceptance Management* |  |
| **[ ]**  | *Implementation Management* |  |
| **[ ]**  | *Transition Management* |  |
| **[ ]**  | *Project Team Performance* |  |
| **[ ]**  | *Process Effectiveness* |  |
| **[ ]**  | *Relocation of Folders* |  |
| **[ ]**  | *Budget Close-Out* |  |
| **[ ]**  | *Security* |  |

|  |
| --- |
| **What went well?** |

|  |
| --- |
| **What could have been better?** |

|  |
| --- |
|  **Roles/Responsibilities Turnover** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role/Activity/ Responsibility** | **Departmental Ownership** | **Who** | **Start Date** | **Additional Responsibility** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Project Overview** |