# Project Closure

## [Project Name]

### Version of TAC 216 Companion Guide: [Version]

### Start: [Date]

### Projected End: [Date]

Approval of the Project Closure document by the Project Sponsor and Project Manager indicates agreement that the project meets all specifications and deliverables.

| **Approver Name** | **Approver Title** | **Signature** | **Date** |
| --- | --- | --- | --- |
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**Note to the Author**

Use this template to help you document a project’s closure. The template includes instructions to the author, boilerplate text, and fields that should be replaced with specific project values.

**Blue** text enclosed in angle brackets (<text>) either provides instructions to the document author, or describes the intent, assumptions and context for content included in this document. **Delete the blue text** as you fill out the document sections.

**Brown** text enclosed in square brackets ([text]) indicates an example. **Replace the brown text** as you fill out the document sections.

**Please delete this page before signing the document.**

#### Section 1. General Information

Project Start Date: [Date]

Project Close Date: [Date]

<Project Close Date refers to the project finish date, meaning all project tasks have been completed.>

| Role | Name | Phone | Email |
| --- | --- | --- | --- |
| Project Sponsor |  |  |  |
| Project Manager |  |  |  |
| PPMO Director |  |  |  |
| Business Owner |  |  |  |
| CFO |  |  |  |

#### Section 2. Deliverables

##### Completion of Project Management Deliverables

Project Level:

< Provide the Complexity Assessment project level. If you choose to manage the project at a different level than was indicated by the assessment, list the new classification level with the reasoning for the change.>

| Project Management Deliverable | Level 1 | Level 2 | Level 3 | Level 4 | Date Completed |
| --- | --- | --- | --- | --- | --- |
| Business Case completed and posted on suitable shared storage. |  |  | X | X |  |
| Project Charter completed and posted on suitable shared storage. | X | X | X | X |  |
| Project Plan completed and posted on suitable shared storage. | X | X | X | X |  |
| Project Risk Register with mitigation plan, completed and posted on suitable shared storage. |  |  | X | X |  |
| Meeting Notes completed and posted on suitable shared storage. | X | X | X | X |  |
| Additional project documentation and artifacts posted on suitable shared storage, including Status Reports, Requirements, Project Change Requests, Milestones, Work Breakdown Structure, etc. | X | X | X | X |  |
| Lessons Learned meeting held. |  | X | X | X |  |
| Lessons Learned document completed and posted on suitable shared storage. |  | X | X | X |  |
| Project Closure document submitted to Project Sponsor, Project Manager, PPMO Director, Business Owner and CFO. | X | X | X | X |  |
| Project Closure document completed and closed; posted on suitable archived shared storage. | X |  | X | X |  |

##### Achievement of Business Goals/Objectives

| # | Business Goal/Objective | Outcome |
| --- | --- | --- |
|  |  | [ ]  Met [ ]  Not Met |
|  |  | [ ]  Met [ ]  Not Met |
|  |  | [ ]  Met [ ]  Not Met |

<List goals and objectives identified in the Business Goals/Objectives section of the Business Case.>

#### Section 3. Closure Checklist

| Item | Question | Outcome |
| --- | --- | --- |
| 1 | Were all expected benefits and business outcomes realized? | [ ]  Yes [ ]  No |
| 2 | Were all expected performance standards satisfied? | [ ]  Yes [ ]  No |
| 3 | Have lessons learned and/or process improvement recommendations been documented? | [ ]  Yes [ ]  No |
| 4 | Have all outstanding action items and issues been resolved. (If, no go to Section 5 below). | [ ]  Yes [ ]  No |
| 5 | Have all requirements of the Project Closure been completed as defined in the TAC 216 Companion Guide? | [ ]  Yes [ ]  No |

#### Section 4. Outstanding Action Items and Issues

| Action Item and/or Issue | Transition and/or Resolution |
| --- | --- |
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