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Project Closure Report Template

What is Project Closure Report Template?

A Project Closure Report Template is a document used to formally conclude a project, ensuring that all tasks, deliverables, and responsibilities are completed or transferred according to plan. The report template serves as a checklist to confirm that the project has been successfully closed out.

Here's an outline of the typical sections included in a Project Closure Report Template:

I. Introduction

- Project title and background information
- Purpose of the closure report
- Date of project completion

II. Overview of Project Completion

- Summary of major milestones achieved
- Key accomplishments and successes
- Lessons learned and areas for improvement

III. Task Completion

- List of all tasks, with:
 - + Task name
 - + Status (completed, in progress, or not applicable)
 - + Date completed or estimated completion date
 - + Any outstanding issues or risks

IV. Deliverables

- List of deliverables, with:
 - + Deliverable name
 - + Status (delivered, pending delivery, or not applicable)
 - + Date delivered or expected delivery date

V. Stakeholder Engagement and Communication

- Summary of stakeholder engagement and communication activities
- Evidence of stakeholder feedback and input

VI. Risks and Issues

- List of identified risks and issues, with:
 - + Risk/issue description
 - + Impact on the project
 - + Mitigation actions taken or planned

VII. Lessons Learned and Recommendations

- Summary of lessons learned from the project experience
- Recommendations for future projects or improvements

VIII. Project Closure Activities

- List of activities performed to formally close out the project, including:
 - + Final reporting and documentation
 - + Asset disposal or transfer
 - + Contract closure or termination
 - + Handover of responsibilities

IX. Appendices

- Supporting documents, such as:
 - + Meeting minutes and agendas
 - + Decision logs
 - + Change requests and approvals
 - + Other relevant project materials

X. Sign-Off

- Project manager's sign-off to confirm the report is accurate and complete
- Date of sign-off

The Project Closure Report Template ensures that all necessary information is captured, and stakeholders are informed about the project's completion. It also provides a comprehensive record for future reference, helping to improve future projects and maintain transparency throughout the organization.

[project](#), [management](#), [infrastructure](#), [communication](#), [lessons](#), [learned](#), [closure](#)

Project Closure Report

Executive Summary

- **Project Name:**
- **Project Manager:**
- **Project Sponsor:**
- **Start Date:**
- **End Date:**
- **Objective:**

Project Performance

- **Scope:**
 - Initial Scope:
 - Final Scope:

- **Schedule:**
 - Planned Dates:
 - Actual Dates:
- **Budget:**
 - Estimated Cost:
 - Actual Cost:

Objectives and Deliverables

- **Objectives Met:**
 - Objective, Status
- **Deliverables:**
 - Deliverable, Status

Successes and Challenges

- **Successes:**
 - Description, Impact
- **Challenges:**
 - Description, Impact, Resolution

Lessons Learned

- **Positive Lessons:**
 - Description, Impact on Future Projects
- **Areas for Improvement:**
 - Description, Recommended Actions

Stakeholder Feedback

- **Feedback Summary:**
 - Stakeholder, Comments

Financial Summary

- **Budget Analysis:**
 - Summary of Costs, Variances
- **Final Financial Status:**
 - Summary of Overall Financial Performance

Project Documentation

- **Documentation Provided:**
 - Type of Document, Location

Approval and Sign-off

- **Prepared by:**
- **Reviewed by:**
- **Approved by:**

• **Date:**



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Related:

- [Project management](#)

External links:

- [Free Project Closeout Templates | Smartsheet](#) —*smartsheet.com*
 - Download free, customizable project management closeout templates in Microsoft Excel, Word, PowerPoint, and PDF.

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A large, empty rectangular area with a thin border, intended for the main content of the project closure report. It occupies the majority of the page's vertical space.

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