The Project Closure Report is the final document produced for the project and is used by management to assess the success of the project, identify best practices for future projects, resolve all open issues, and formally close the project. It’s created to accomplish the following goals:

* Review and validate the milestones and success of the project.
* Confirm outstanding issues, risks, and recommendations.
* Outline tasks and activities required to close the project.
* Identify project highlights and best practices for future projects.

**Project Name:**

**Prepared By:**       **Date:**

**Closure Summary:** Is the project being closed because all objectives and deliverables have been met, or for other reasons (loss of funding, shift in strategy, etc.)

**Goals and Objectives Performance:** Compare actual project performance to project objectives.

**Success Criteria Performance:** Were all criteria achieved; to what level of success? If not, why? Is achievement anticipated at a later date? Who is responsible for measuring continued progress?

**Deliverables Performance:** Were all deliverables achieved with high quality and customer acceptance? If not, why? Is achievement and anticipated at a later date?

**Budget Performance**: Compare projected costs to actual costs.

**Resource Management:** How will project knowledge from team members be captured and retained for future projects?

**Issue Management:** List any issues still outstanding at the end of the project. Will each be resolved? Who will continue to report on each issue’s progress?

**Quality Management**: How were quality management processes used and integrated into the project?

**Customer Expectation Management**: Did these expectations vary during the course of the project? If so, how?

**Lessons Learned**: Which activities and processes worked well? Which could have been improved, and how? (*The Lessons Learned form can be completed and attached instead of completing this section.).*

**Outstanding Issues**: What actions are not yet completed; who is responsible for them? Which success criteria are not yet met? Which training requirements are still outstanding?