<Project Name>
Iteration Closeout Document

Version X.XX

Instructions to the Author:

This is a template for developing an Iteration Closeout Document.

The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values and information specific to the project.

Blue text enclosed in boxes provide instructions to the document author or describes the intent, assumptions, and context for the content included in this document. This instructional text should be removed from the final document to make the plan more readable.

Text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a project.

Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as required to support a specific project. The information and outline is a suggestion to assist in developing project documents; they are not mandatory formats. The author should tailor the content of the document to fit the project this work product will support.

Purpose of the Iteration Closeout:

The Iteration Closeout Document details the completion and approval of a development cycle, sprint, step/phase, release, or version of a system or solution. It represents a unit of work within a project. Use of this document is optional and may not apply to all projects completed by DSS.

The Iteration Closeout Document includes

- Assessment of project progress
- Successes of the completed phase or iteration
- Best practices for future efforts
- Outstanding issues and suggested resolution that may impact the close-out of the iteration

Be brief but provide enough detail so that any person not familiar with the project will have the necessary information to understand the project phase's context. Identify and briefly describe the iteration goals and objectives. Identify the specific purpose and scope of this document in sub-sections below.

This type of document would typically apply to an agile or agile-waterfall hybrid project

The columns can be adapted to document more necessary information.

Remove this page from the final document.

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Revision History

Date	Version	Author(s)	Notes
1/1/2018	0.1		

<Project Name>

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PROJECT PHASE INFORMATION	
Project Name:	
Date:	
Phase Name:	
Business Lead:	
Project Manager:	
General Comments:	

Iteration Closure

Summarize project iteration closure activities such as formally accepting deliverables associated with the completed iteration. Reference Deliverable Expectation and Deliverable Acceptance Documents as appropriate

Remove this instruction text from the final document.

Item	Distribution List	Distribution Medium
<Archived Item>	<Name>	<Email, Fax, website, etc.>

Iteration Accomplishments

List accomplishments achieved during this project iteration. Compare each accomplishment to the objectives established for the iteration, if applicable. Reference applicable documents.

Remove this instruction text from the final document.

Accomplishment	Objective Met	Reference

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Accomplishment	Objective Met	Reference

Integration Dependencies

Summarize any follow-on integration dependencies impacting or related to this iteration. An example would be future development in subsequent iterations of this project, other projects, etc.

Remove this instruction text from the final document.

Open Issues

Summarize any open issues and suggested resolutions that are to be carried into the next project iteration.

Remove this instruction text from the final document.

Lessons Learned

Summarize the lessons learned during the iteration including the cause of issues, reasoning behind the corrective action chosen, and other types of lessons learned. Identify and discuss specific issues that challenged the project/project team and what can be done differently in follow-on iterations or on similar projects in the future to prevent these issues from recurring.

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Approval

List the individuals whose signatures are required. Examples of such individuals are Project Sponsor, Business Manager, Technical Manager, and Project Manager. Add additional signature lines as necessary.

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Role	Name & Title	Signature	Date