



<Project Name>  
Project Closeout Document

Version X.XX

The Project Closeout Document is the final document produced for the project and is used by senior management to assess the success of the project, identify best practices for future projects, resolve all open issues, and formally close the project. This document may be used at the end of the project or during each phase as deliverables are submitted to the requesting organization and/or client.

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

The columns can be adapted to document more necessary information.

**Remove this page from the final document.**

# <Project Name>

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### Revision History

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

# <Project Name>

## Project Closeout Document

PROJECT INFORMATION	
<b>Project Name:</b>	
<b>Date:</b>	
<b>Business Lead:</b>	
<b>Project Sponsor:</b>	
<b>Project Manager:</b>	
<b>General Comments:</b>	

### Management Effectiveness

Summarize how effectively the management needs of the customer and project were met. Highlight the significance of approved changes to the baseline, their impact on the project, and how they were managed. Compare baselines to actual and describe discrepancies. Identify and discuss specific issues that challenged the project/project team. Consider areas such as cost, schedule, scope, quality, risk, issue, change, communication, implementation and transition, regulatory compliance, and overall project team performance.

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### Lessons Learned

Summarize project lessons learned 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 on similar projects, in future, to prevent these issues from recurring.

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### Administrative Closure

Summarize project administrative closure activities such as procedures to transfer the project products or services to production and/or operations; stakeholder approval for all deliverables; confirmation that the project has met all sponsors, clients, and other stakeholder's requirements; verification that all deliverables have been provided and accepted; validation that completion and exit criteria have been met; regulatory compliance items.

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### Contract Closure

Summarize project contract closure activities such as formally closing all contracts associated with the completed project.

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### Information Distribution & Archive

Summarize the data archived in the project repository. The type of information archived will differ depending on the scope and type of project. Consider items such as contracts and proposals, business case, charter, scope statement, schedule, budget estimate, project management documents, surveys, status reports, checklists, and emails.

Archived items distributed to individual upon project close out. Note that this list may include individual without access to the project's archive repository. This should be considered when deciding on an appropriate distribution medium.

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

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### Appendix A: Project Close-Out 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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The undersigned acknowledge they have reviewed the **Project Close-Out Form** and agree with the approach it presents. Changes to this **Project Close-Out Form** will be coordinated with and approved by the undersigned or their designated representatives.

Role	Name & Title	Signature	Date

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### Appendix B: References

Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.

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The following table summarizes the documents referenced in this document.

Document Name & Version	Description	Location
<Document Name & Version Number>	<Document Description>	<URL or Network path where document is located>