Instructional Technologies Support

Closure Template Description

## 1 Purpose

*The Project Closure document formalizes the completion of the project.*

## 2 How to Use

*The Project Closure Template documents confirmation that all in scope business objectives have been met and necessary project items have been finalized. This includes making sure all listed project deliverables have been completed and project documentation saved in suitable shared storage. This template also allows you to document how outstanding actions/issues are to be handled.*

## 3 Best Practice

*Project Closure approval is needed by the Project Sponsor, Business Owner, and the PPMO/PMO Director to demonstrate approval of project closure and agreement that business objectives have been met. It is important to demonstrate that the deliverables have met the business objectives in the closure document, as well as identify unmet deliverables.*

## Phase Location

*The PM Lite Project Closure Template is used in the Project Closure Phase of the project life cycle. In this phase, the project artifacts are archived in the project repository, the project activities are completed, and the project transitions to operational status.*

\*\*NOTE: Please remove this page when creating your Project Closure\*\*

# Project Closure

# [Division Name]

# [Project Name]

Version: [Version Number]

Revision Date: [Date]

*Submit the document to the ITS PM Project Leadership Team; and archive this closure document with the project artifacts once completed.*

|  |  |  |  |
| --- | --- | --- | --- |
| Dept | Approver | Date | Notes |
| AVP | Carlos Solis |  |  |
| LTR | Kevin Huffaker |  |  |
| LxD | Ann Jensen |  |  |
| LAS | Rori Sheffield |  |  |
| IMG | Laura Trial |  |  |
| LS | Brian Shanks |  |  |

# Revision History

Identify document changes.

| Version | Date | Name | Description |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Section 1. General Information

| **Date of Project Start** | [MM-DD-YY] | **Date of Project Closure[[1]](#footnote-1)** | [MM-DD-YY] |
| --- | --- | --- | --- |

| **Role** | **Name** | **Phone** | **Email** |
| --- | --- | --- | --- |
| Project Sponsor |  |  |  |
| Project Lead |  |  |  |
| Owner |  |  |  |

# Section 2. Project Management Deliverables

| Deliverable | Date Completed | Storage Location |
| --- | --- | --- |
| Business Case completed and posted on suitable shared storage. |  |  |
| Project Charter completed and posted on suitable shared storage. |  |  |
| Project Register completed and posted on suitable shared storage. |  |  |
| Meeting Notes completed and posted on suitable shared storage. |  |  |
| Additional project documentation and artifacts posted on suitable shared storage, including Requirements Template, Project Change Requests, Milestone Timeline, Work Breakdown Structure, etc. |  |  |
| Customer Satisfaction Survey results documented in Lessons Learned. |  | N/A |
| Lessons Learned meeting held. |  | N/A |
| Lessons Learned document completed and posted on suitable shared storage. Lessons Learned library updated. |  |  |
| Request for Project Closure approval sent to Project Sponsor, Business |  | N/A |
| Project Closure document submitted to PPMO Director, Project Sponsor, and Business Owner. |  | N/A |
| Project Closure document completed and posted on suitable shared storage. |  |  |
| Project folder moved from *Active* folder *to Projects - Completed* on suitable shared storage. |  |  |
| Project closed in project portfolio. |  | N/A |

# Section 3. Business Deliverables

| **Business Objective (Reference ID)\*** | **Description** |
| --- | --- |
|  | Met  Not Met |
|  | Met  Not Met |
|  | Met  Not Met |

# Section 4. Closure Checklist

| Item | Question | Description |
| --- | --- | --- |
| 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 |

# Section 5. Outstanding Actions Items and Issues

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

1. Date of Project Closure refers to the project finish date, meaning all project tasks have been completed. [↑](#footnote-ref-1)