Project Closure Report

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| **Project Name:** |  | | |
| **Date:** |  | Version: |  |
| **Author:** |  | | |
| **Organisation:** |  | | |
| **Sponsoring SRO:** |  | | |
| **Sponsoring CFO:** |  | | |
| **Clinical Sponsor** |  | | |
| **Portfolio** |  | | |

**Version control**

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| --- | --- | --- | --- | --- |
| **Version Ref** | **Changes made** | **Changed by** | **Approved by** | **Date** |
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**Purpose of this document**

A project closure report is used during project closure to review how the project performed against the documentation used to authorise it. The project closure report confirms that the objectives have been met, the deliverables have been handed over and that project closure can commence.

It will also describe any abnormal situations or issues that occurred together with their impact in the report the project manager will review the successes and/or failures of the project against the business case.

The report should review the successes and/or failures of the project against; the project initiation documentation, business case, project implementation plan, benefits plan, risk and issue registers and quality register.

It should also include end stage reports, exception reports (if applicable), lessons learned and confirm any outstanding actions that need to be taken.

Any available useful documentation or evidence (for example user guides, benefits realisation plans residual risk logs) should accompany the follow-on action recommendation(s).

A project closure report can take several formats, including presentation to the project board (physical meeting or conference call), as a document or email issued to the project board or as an entry in a project management tool.

Any appointed project assurance roles should review and agree with the final report.

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| **1.0 Project managers report** | | | | | |
| *Summarising the projects performance, including successes and failures.* | | | | | |
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| **2.0 Review of the business case / project initiation documentation** | | | | | |
| **2.1 Business case viability** | | | | | |
| *Has the final project been able to provide the deliverables that will achieve the objectives as identified in the business case? Will what has been delivered resolve the problem that you were trying to solve?* | | | | | |
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| **2.2 Deviation from the approved business case** | | | | | |
| *What changes (if any) were made to the original approved business case? What impact did this have on the project?* | | | | | |
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| **3.0 Review of project objectives** | | | | | |
| *Review how the project performed against its planned targets and tolerances for time, cost, quality, scope, benefits and risk. Review the effectiveness of the project’s strategies and controls* | | | | | |
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| **4.0 Review of project deliverables** | | | | | |
| *Provide details of the deliverables completed below. Please also include the deliverables specifications and sign off documentation (or links to these) in the appendices.* | | | | | |
| **Deliverable** | **Quality checks (date)** | | **Approved by** | **Deviation from planned specification** | **Hand over to BAU date** |
| **Planned** | **Completed** |
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| **5.0 Benefits** | | | | | |
| **4.1 Benefits achieved to date** | | | | | |
| *What benefits have been seen from the project so far? Are these benefits as expected/planned? If not, then what differences from expectations have been noted and what are the reasons for these?*  *Please include a copy of your benefits realisation plan (or links to the plan) and any data for benefits in the appendices.* | | | | | |
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| **4.2 Future benefits expected** | | | | | |
| *What benefits are still to be realised and what time frames are these expected? Has the expectation on benefits changed from the original business case and what are the reasons for these?*  *Please include a copy of your benefits realisation plan (or links to the plan) and any data for benefits in the appendices.* | | | | | |
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| **6.0 Review of team performance** | | | | | |
| *How did the team perform, in particular, providing recognition for good performance* | | | | | |
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| **7.0 Lessons learned report** | | | | | |
| *A review of what went well, what went badly, and any recommendations for corporate, project or programme management consideration. If the project was prematurely closed, then the reasons should be explained. Please include lessons learned log (or links to the log) in the appendices.* | | | | | |
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| **8.0 Follow on actions** | | | | | |
| *Summarise the remaining actions that need to take place to close the project, including how you intend to communicate to stakeholders that the project is completed.*  *Also include in this section any residual risks that will need to be handed over, along with any user guides or guidance on continuous improvement. Please include residual risk log (or links to the log) in the appendices.* | | | | | |
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| **9.0 Appendices** | | | | | |
| **9.1 Deliverable specification/sign off documentation** | | | | | |
| Link/embedded document | | | | | |
| **9.2 Benefits realisation plan** | | | | | |
| Link/embedded document | | | | | |
| **9.3 Lessons learned log** | | | | | |
| Link/embedded document | | | | | |
| **9.4 Residual risks log** | | | | | |
| Link/embedded document | | | | | |
| **9.5 Other supporting documentation as appropriate** | | | | | |
| Link/embedded document | | | | | |