Project Closeout Report

1. **General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name: |  | Prepared By: |  |
| Date Prepared:  |  | Version: |  |

**B. Performance Baseline**

*Document how the project performed against each success Measurement (metric) defined in the Project Charter. Explain any variance in the comments section below.*

|  |  |  |
| --- | --- | --- |
| ***Success Measurement Description*** | ***Initial Target for Metric*** | ***Actual Value for Metric*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Comments:*

|  |
| --- |
|  |

**C. Operations and Maintenance**

*Describe the operation and the maintenance plan of the system or service delivered by the project.*

Operations and Maintenance Plan

|  |
| --- |
|  |

Operations and Maintenance Cost

1

List the annual costs of operating and maintaining the system or service produced by the project as listed in the Project Budget, and the actual costs as determined at the end of the project. Please add notes as necessary to clarify what is covered and not covered by the costs.



Operational Funding Sources

List the chartstrings that will be used to fund the operation and maintenance of the system or service.



**D. Project Documentation**

*Identify all archived project documentation and where they are stored*

|  |  |  |
| --- | --- | --- |
| **Document** | **Media Used** | Storage Location |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**E. Lessons Learned**

*Identify the lessons learned (positive and negative) from the project*

|  |  |
| --- | --- |
| **Statement of Problem and Successes** | **Recommended Future Actions** |
|  |  |
|  |  |
|  |  |
|  |  |

**F. Project Close Checklist**

Complete the Status and Comments columns.

| **Item** | **Status** | **Comments /** **Plan to Resolve** |
| --- | --- | --- |
| 1. | Has the project been evaluated against each performance goal established in the Project Charter? |  |  |
| 2. | Has the actual cost of the project been tallied and compared to the approved cost baseline? |  |  |
| 3. | Have the actual milestone completion dates been compared to the approved project schedule? |  |  |
| 4. | Has the operation staff been properly trained to operate the system? |  |  |
| 5. | Has the operations staff formally accepted responsibility for operating and maintaining the products or services delivered by the project? |  |  |
| 6. | Has the documentation relating to operation and maintenance of the products or services been delivered to, and accepted by, the operations staff? |  |  |
| 7 | Has the cost of operating and maintaining the system been determined? |  |  |
| 8 | Has campus funding been secured to operate and maintain the system? |  |  |
| 9 | Have the project documents been archived. |  |  |
| 10. | Has the project close review been conducted and the lessons learned from the project been documented? |  |  |

**G. Approvals**

Have the project manager and project sponsor sign the document to signify the official close of the project.

|  |  |  |
| --- | --- | --- |
| **Position / Title** | **Signature / Printed Name / Title** | **Date** |
| Project Manager |  |  |
| Project Sponsor  |  |  |

4