

# Project Closeout Report

## A. General Information

<i>Project Name:</i>		<i>Prepared By:</i>	
<i>Date Prepared:</i>		<i>Version:</i>	

## 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.*

<i>Success Measurement Description</i>	<i>Initial Target for Metric</i>	<i>Actual Value for Metric</i>

*Comments:*

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## C. Operations and Maintenance

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

### Operations and Maintenance Plan

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### Operations and Maintenance Cost

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.

Category	Budgeted Cost	Actual Cost	Notes
Internal Staff Labor			
Services			
Software Tools			
Hardware			
Materials and Supplies			
Facilities			
Telecommunications			
Training			
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	

### Operational Funding Sources

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

Chartstring	Amount	Notes
<b>Total</b>	<b>\$0.00</b>	

**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?		

Item		Status	Comments / Plan to Resolve
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
<i>Project Manager</i>		
<i>Project Sponsor</i>		