

Project Closeout Report Instructions

The Project Closeout Report is designed to determine that a project is complete and successfully transitioned to operations. It also assesses how the project performed against the specified success measurements (metrics) listed in the Project Charter. Finally, the document captures the lessons learned from the project so that future similar projects can benefit from the project team's experience.

The sections of the Project Closeout Report template and the information required in the sections are described below.

A. General Information

Project Name – Enter the proper name used to identify this project.

Prepared By – Enter the name of the person making this request.

Date Prepared – Enter the date this report was prepared.

Version – Enter the version number or “final”.

B. Performance Baseline

In the Project Charter, you identified success measurements (metrics); to gauge the success of your project against your initial plan, list your original metrics and the targets you were trying to achieve. For each metric, state how successful the project actually was in meeting that metric. For success measurements that did not meet their targets, provide an explanation in the comments area.

C. Operations and Maintenance

Operations and Maintenance Plan

Please describe the plan for the operation and maintenance of the system or service delivered by the project. Please specify all critical resources, processes, and specifications needed to operate and maintain the deliverables of your project.



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 determined at the end of the project. Group the expenditures in the categories provided and add new categories if needed.

Operational Funding Sources

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

D. Project Documentation

Identify all project documentation and archive location.

E. Lessons Learned

Identify both the positive and negative lessons learned from the project. Identify recommended corrective actions for the negatively based observations that should be considered for future projects.

Consider the cost, resources, schedule, communication, and work activities of the project.

F. Project Close Checklist

To ensure that your project is ready for completion, review the closeout criteria and respond accordingly. In the Status column, indicate whether or not each has been met. If a closeout criteria has not been met, please note your plan for completion.

G. Approvals

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