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| --- | --- |
| USQ_Ver_1_BW | University of Southern Queensland |
| **[Project Name] Project** |

Project Closure

Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision History Version** | **Date**  | **Author**  | **Reason for version change**  | **Sections modified**  |
| 0.1 | dd-mm-2014 | [name] | Original | All |

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# Executive Summary

[The Project Manager’s report summarising the project’s performance in terms of cost, time, benefits and quality.]

# Purpose

The Project Closure Report is used during project closure to review how the project performed against the Project Initiation Documentation (PID) used to authorise it. It also allows the:

* Passing on of any lessons that can be usefully applied to other projects
* Passing on of details of unfinished work, ongoing risks or potential product modifications to the group charged with future support of the project’s products in their operational life.

# Review of Business Case

[The Project Manager’s report *summarising* the validity of the project’s Business Case. In particular:

* Benefits achieved to date
* Residual benefits expected (post-project)
* Expected nett benefits
* Deviations from the approved Business Case.

Can be sourced from the *Business Case* and *Benefits Review Plan*.]

# Review of Project Objectives

[Review of how the project performed against its planned targets for time, cost, quality, scope, benefits and risk. Can be sourced from the *PID, Project Plan* and *Risk and Issue Register*.]

# Review of Team Performance

[In particular, providing recognition for good performance.]

# Review of Products

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Product | Quality Records | Approval Records | Off-Specifications | Follow-On Actions | Acceptance |
|  | **Planned** | **Completed** |  |  |  |  |
| [Specialist Product Name from PID] | [List the planned quality activities] | [Indicate whether these quality activities were completed] | [Indicate what approvals were received for this product] | [List any variations from the original product requirements and who approved the variation.] | [Detail any follow-on actions specific to this product. They could address unfinished work, ongoing issues and risks, and any other activities needed to take the product to the next phase of its life.] | [Signature of the responsible person to indicate they are ready to receive this product, take responsibility for its Follow-On Actions and perform its maintenance and operations functions.] |

## Follow-On Actions

[Detail here any follow-on actions that are not specific to a product. e.g. creation of a new organisation unit to support *all* the new products.]

# Lessons Learned

[A review of what went well, what went badly, and any recommendations for corporate management consideration. If the project closed prematurely, the reasons should be explained here. This information is derived from the *Lessons Learned Log*.]