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| --- | --- | --- | --- |
| **Project Name** |  | | |
| Closure Date |  | Report Date |  |
| Sponsor |  | Project Manager |  |

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| --- |
| Describe the **original agreed scope** of the project |
|  |
| Did we **achieve** this scope? Is there some work left to do? |
|  |
| How much **effort** (work days) did the project take compared to the Proposal? |
|  |

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| --- | --- | --- | --- |
| List the **key milestones**, their actual dates achieved and how this compared to the original forecast | | | |
| Milestone | Proposal Forecast | Date Achieved | Comment |
| 1.  2.  3.  4.  5.  6.  7.  8. |  |  |  |

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| --- | --- | --- |
| How much did the project **cost** compared to the Proposal? | | |
| Approved Budget | Total Spend | Commentary |
|  |  |  |

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| --- | --- |
| Do you think we are going to achieve the **benefits** described in the Proposal? | |
| Benefit | Status |
| 1.  2.  3. |  |

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| --- |
| What could we do better next time...what **lessons** have we **identified**? |
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| Who owns the **outputs & deliverables** from the project? Do they agree they now own them & can the project be closed? |
|  |

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| --- | --- | --- |
| Has this project closure been approved or rejected? | | |
|  | | |
| Approver | Decision | Date |
| Sponsor |  |  |
|  |  |  |
|  |  |  |