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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 |  |  |
|  |  |  |
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