# PROJECT CLOSURE REPORT GOALS

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| **Project Closure Report Goals** |
| [**Replace this text with your own statement of goals, or use the following sample.**]  This Project Closure Report is created to accomplish the following goals:   * Review and validate the milestones and success of the project. * Confirm outstanding issues, risks, and recommendations. * Outline tasks and activities required to close the project. * Identify project highlights and best practices for future projects. |

# PROJECT CLOSURE REPORT SUMMARY

## Project Background Overview

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| **Project Background Overview** |
| [**Replace this text with a brief description of the project background.**   * **What were the original goals, objectives, and success criteria?** * **Refer to project overview statement and/or project charter for this information.**] |

## Project Highlights and Best Practices

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| **Project Highlights and Best Practices** |
| Project Highlights:  Best Practices: |

## Project Closure Synopsis

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| **Project Closure Synopsis** |
| [**Replace this text with a brief description of why the project is being closed.**   * **Is it being closed because all project objectives and deliverables have been met?** * **Or is it being closed for other reasons (loss of funding, shift in strategy, etc.)?**] |

# PROJECT METRICS PERFORMANCE

## Goals and Objectives Performance

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| **Goals and Objectives Performance** |
| [**Replace this text with a comparison of actual project performance to project objectives.**] |

## Success Criteria Performance

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| **Success Criteria Performance** |
| [**Replace this text with details of project performance in terms of targeted success criteria.**   * **Were all criteria achieved? To what level of success?** * **If some criteria were not achieved, what were the reasons? Is achievement anticipated at a later date?** * **Who is responsible for measuring continued progress?**] |

## Milestone and Deliverables Performance

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| **Milestones and Deliverables Performance** |
| [**Replace this text with an outline of actual performance of project milestones and corresponding deliverables.**   * **Were all deliverables achieved with high quality and customer acceptance?** * **If not, what were the reasons?** * **Is achievement anticipated at a later date?**] |

## Schedule Performance

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| **Schedule Performance** |
| Project Schedule Overview:  Project Schedule Control Process:  Project Schedule Corrective Actions:  Project Schedule Integration with Managing Project: |

## Budget Performance

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| **Budget Performance** |
| Project Budget Overview:  Project Budget Corrective Actions: |

## Metrics Performance Recommendations

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| **Metrics Performance Recommendations** |
| [**Replace this text with an outline of metrics performance recommendations for the future.**] |

# Lessons Learned

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| **Lessons Learned** |
| [**Replace this text with summarized project lessons learned including the cause of issues, reasoning behind the corrective action chosen, and other types of lessons learned. Identify and discuss specific issues that challenged the project/project team.**]  You may consider the items in (lessons learned) template for this section. |