Closure Report

 Project Name: <Project Name>

 Client: <Client Name>

Document Date: <YYYY.MM.DD>

Document Owner: <Name & Position>

Table of Contents

1. Purpose 3

2. Project description 3

3. Project Scope 3

3.1. Functional/Non-Functional Requirements/Scope/Evolution in Time 3

3.2. Technical Solution 3

4. Project Closure Status 3

4.1. Reason of Closure 3

4.2. Deliverables, Acceptance Criteria, Status 3

4.3. Open Issues 4

4.4. Risk Management 5

4.5. Project Costs 5

4.6. Warrantee 5

5. Measurements and Statistics (KPI’s) 5

6. Lessons Learned 5

7. Conclusions and Recommendations 5

# Purpose

[The Project Closure Report is the final document produced for the project being usually used by senior management to assess the success of the phase/project, identify best practices for future phases/projects, acknowledge all open issues and help to formally close the phase/project.]

# Project description

# Project Scope

## Functional/Non-Functional Requirements/Scope/Evolution in Time

## Technical Solution

# Project Closure Status

## Reason of Closure

[Completed as per requirements, time limit – maintenance projects, cancelled, scope reduced, suspended]

## Deliverables, Acceptance Criteria, Status

| Deliverable | Description | Planned hand-over date | Actual hand-over date | Approval date |
| --- | --- | --- | --- | --- |
| Code |  |  |  |  |
| Application |  |  |  |  |
| Configuration and Deployment Scripts |  |  |  |  |
| Data (if applicable) |  |  |  |  |
| UX Designs |  |  |  |  |
| Functional designs |  |  |  |  |
| Technical Designs |  |  |  |  |
| Test-Cases |  |  |  |  |
| Project Documentation |  |  |  |  |
| Reports (Quality, Performance, etc.) |  |  |  |  |
| … |  |  |  |  |

## Open Issues

The list of open issues and agreed next steps is provided below:

| Issue Id | Description | Status | Agreed Next steps |
| --- | --- | --- | --- |
| Unique issue identifier within the issue management repository, including the issue owner |  |  |  |
|  |  |  |  |

## Risk Management

## Project Costs

## Warrantee

# Measurements and Statistics (KPI’s)

# Lessons Learned

# Conclusions and Recommendations