**Attachment: Project Closure Report Template**

The **Project Closure Report** provides final status, highlights any open issues, and documents any problem areas and lessons learned. It is up to the PM’s discretion whether a Closure Report is necessary and if a follow-up “post mortem” discussion/meeting with stakeholders is necessary. If a Project Closure report is deemed unnecessary, a final status can be provided via either the Project Status Update (Notification) Form or a less formal means (i.e. email correspondence).

# Office of Information Technology - Project Management Office

**Project Closure Report**

**Provided by:** PM name

**Date:** mm/dd/yy

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Number** | **Project Name** | **Project Manager** | **Client/Organization** |
| xxxx-xxxx | project name | PM name | client name/organization |

|  |  |  |  |
| --- | --- | --- | --- |
| **Closing Activity** | **Status** | **Notes** |  |
| Verify project completion |  |  |  |
| Issue close-out |  |  |  |
| Documentation updates and Archive |  |  |  |
| Financial Close-out |  |  |  |
| **Action items (outstanding activity):** | **Status** | **Notes** |  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| *9.* |  |  |  |

# Office of Information Technology – Project Management Office Project Closure Report (continued)

**Final Project Status:**

enter free-form text