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PROJECT CLOSE REPORT – Evaluation Copy Only

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Project Name:	
Prepared by:	
Date (MM/DD/YYYY):	

Create this report at the very end of the project when all other work has been completed. The information provided on this template will allow management to evaluate project outcome. When this report is signed off, the project is officially closed.

1. Status of project work

If the answer to any of the following questions is No, explain why the project is being closed in the space provided. Describe plans for any uncompleted work in the appropriate section below.

<input type="checkbox"/> Yes <input type="checkbox"/> No	▪ Are all activities and tasks in the project schedule complete?
<input type="checkbox"/> Yes <input type="checkbox"/> No	▪ Does any contract-related work remain incomplete?
<input type="checkbox"/> Yes <input type="checkbox"/> No	▪ Have all design documents been brought to As-Built status?
<input type="checkbox"/> Yes <input type="checkbox"/> No	▪ Has a final decision been made on all Change Requests?
<input type="checkbox"/> Yes <input type="checkbox"/> No	▪ Has responsibility for operation and maintenance of project deliverables been fully transferred to an authority outside of the project?
<input type="checkbox"/> Yes <input type="checkbox"/> No	▪ Has the customer signed off on the project?

2. Customer Satisfaction

Is the customer(s) satisfied with the outcome of this project (Y/N)?

<input type="checkbox"/> Yes	Provide evidence to support this conclusion (e.g. customer survey; customer comments)
<input type="checkbox"/> No	Describe sources of customer dissatisfaction

2. Customer Satisfaction

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3. Lessons Learned

List the most important Lessons Learned from this project here.

- 1.
- 2.
- 3.
- 4.

Link to the project Lessons Learned document: [Lessons Learned](#)

4. Contract(s) Status

Are the contracts related to this project closed (Y/N)? If some are closed and some not, answer both Yes and No.

Yes In the space below, describe where the project documents can be found.

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No In the space below, list each open contract along with the reason for keeping it open.

Contract	Explanation for keeping the contract open
<p>Are there any contract related issues (e.g. uncompleted work still unresolved)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If Yes, list each issue here along with a description of how that issue will be dealt with.</p>	
Issue	Description of plan
<p>If there are open contracts or contract related issues still outstanding, under what authority will they be managed once the project is officially closed?</p>	

5. Non-Contract Issues

Are there any non-contract project issues still unresolved? If Yes, list each issue here along with a description of how that issue will be dealt with.

Yes No

Issue	Description of plan
If there are project issues still outstanding, under what authority will they be managed once this project is officially closed?	

6. Project Metrics: Cost and Time

Project Cost

Cost estimate in Project Charter	\$
Original cost baseline	\$
Total change in cost due to Change Requests	\$
Final approved cost baseline	\$
Total change in cost due to unplanned factors (e.g. project issues)	\$
Final actual project cost	\$
Cost variance = actual cost - last approved cost baseline	\$
Percent cost variance = actual cost / last approved cost baseline x 100	
Project Schedule (in days of elapsed time)	
Estimate of Project duration in Project Charter (e.g. from start of Planning Phase to end of Execution Phase)	
Original project duration baseline	
Total change in project duration due to Change Requests	
Final approved project duration baseline	
Total change in project duration due to unplanned factors (e.g. project issues)	
Final actual project duration	
Project duration variance (actual project duration - last approved project duration baseline)	
Percent project duration variance = actual project duration / last approved project duration baseline x 100	

7. Status of Transition; Project Business Value and ROI

If the answer to any of the following is No, explain in the space provided.

Yes No ■ Has responsibility for operation and maintenance of project deliverables been fully transferred to an authority outside of the project?

Yes No ■ Is that authority trained, willing and able to carry out operation and maintenance responsibilities?

Yes No ■ Are project deliverables fully operational and available to the customer?

Yes No ■ Do project deliverables fully meet customer requirements?

Yes No ■ Does the customer consider project deliverables to be fit for use?

Yes No ■ Are customers trained, willing and able to use project deliverables?

Provide the latest estimate for total Business Value that will result from this project.

Describe any risks to realization of expected Business Value, including methods used in calculations (e.g. NPV).

Provide the latest estimate for ROI that will result from this project, including methods used in calculations (e.g. NPV).

8. Change Requests

The following can serve as a measure of how well the project was defined and planned.

Total number of Change Requests in this project

Number of Change Requests approved

9. Project Close Report Signatures

Project Manager: _____

The signatures herein indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree that this project is officially closed.

Name	Title	Signature	Date (MM/DD/YYYY)

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