



## Template Guide

### What is a Project Closure Report?

A Project Closure Report is a document which formalizes the closure of the project. It provides confirmation that the criteria for customer acceptance have been met and requests sign-off from the Project Sponsor to close the project.

A Project Closure Report includes:

- A formal list of completion criteria
- Confirmation that each completion criterion has been met
- A list of outstanding business activities, risks and issues
- A set of closure actions (to hand over project deliverables / documentation, terminate suppliers, release resources and undertake closure communication)
- A request for project closure approval.

### When to use a Project Closure Report

A Project Closure Report is undertaken at the start of the Project Closure phase (i.e. after the end of the Project Execution phase). The document is usually prepared by the Project Manager and presented to the Project Sponsor for sign-off. Following sign-off, a suite of closure activities is undertaken to formally close the project. After these activities have been completed, a Post Implementation Review is undertaken to measure the success of the project and identify lessons learnt for future projects.

### How to use this template

This document provides a guide on the topics usually included in a Project Closure Report. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.