# PROJECT CLOSE REPORT (PM3)

PROJECT Title: Add project title

Project Manager:  Add name

Date Created: DD-MM-YYYY

Version Number: Add version reference

# Project Close Report

For consideration of: <span style="color:red">(Name of Project Executive)</span>

| Performance Key | | | |
|---|---|---|---|
| *Over Performing =* **by a month/better quality** | *On Track =* **within time limit/quality tolerance** | *Cautionary Under Performance =* **by a month/slight reduction in quality** | *Under Performing =* **two months or more/not met quality tolerance** |
|  |  |  |  |

| Final Status Overview | |
|---|---|
| **Overall Status:** | <span style="color:red">Please use the one of the four performance key icons</span> |
| **Budget Status: (delivered within budget)** | <span style="color:red">Please use the one of the four performance key icons</span> |
| **Time Status: (delivered within timeframe)** | <span style="color:red">Please use the one of the four performance key icons</span> |
| **Outputs (ratio delivered on schedule e.g. 4 of 5)** | <span style="color:red">Please use the one of the four performance key icons</span> |

| Summary: |
|---|
| <span style="color:red">Summary conclusion of Project successes, the impact the project has had so far and potential benefits of the future</span> |

| Assessment of Major Milestones: |
|---|
| <span style="color:red">Milestones delivered on time / budget?</span> |

## Lessons Learnt:

**What went well or better than expected and why?**

**What didn't go as well as expected?**

## Reflection:

**What would you do differently about it should you have to do it again?**

**What could you pass on to someone who was about to start delivery of your project?**

| Recommendations: |
| --- |
| **Are there some elements of the project that need to be revisited?** |
| **Is there anything that could be still further improved?** |

| Project Close authorisation | |
| --- | --- |
| **Sponsor Signature:** | |
| **Date:** | |
| **Executive Signature:** | |
| **Date:** | |
| **Project Manager Signature:** | |
| **Date:** | |
| **Member Signature/ Cabinet Approval:** (where required) | |
| **Date:** | |

| Project Board Decision: | **Project Closed / Project not Closed*** (Delete as appropriate) |
| --- | --- |
| **Signature:** | |
| **Date:** | |

*Remedial action and reasons to be agreed with Project Executive