# Project Closure Summary

##

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| --- | --- | --- | --- |
| **Project Name** |  | **Client Name** |  |
| **Project Sponsor** |  | **Client POC** |  |
| **Project Manager** |  | **Date** |  |

## **Project Overview**

## **Project Summary**

* + *<<Describe the background and context for the project and why it was undertaken. Identify the business value & objective of the work performed and what was accomplished by completing this effort. This section can be copied from the Project Proposal, Project Charter or other prior document, and modified based on actual deliverables of the project.>>*

## **Project Metrics**

*<<This section provides a summary of ratings for the project. Include such metrics as profit margin, schedule, effort, budget/costs, and savings/benefits. >>*

|  |  |  |  |
| --- | --- | --- | --- |
|  **Metric Description** |  **Estimated** | **Actual** | **Reason for Variance** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Project Defects**

*<<Provide a list of business and system defects observed through the course of the project that may have impacted the above metrics. Indicate whether or not the defect has been closed. >>*

|  |  |
| --- | --- |
|  **Category** |  **No. of defects** |
| Internal |  |
| QA |  |
| External |  |

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## **Project Strengths**

* + *<<Provide a list of business and IT strengths observed throughout the course of the project. Add as many lines as necessary. >>*

|  |
| --- |
| **Description** |
|   |
|   |
|  |

##  **Project Improvement Opportunities**

* + *<<Provide a list of business and IT improvement opportunities observed /lessons learnt throughout the course of the project. Add as many lines as necessary. >>*

|  |
| --- |
| **Description** |
|   |
|   |
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## **Project Closing Comments**

* + *<<Provide closing comments, next steps (if any), and document the Overall Project Satisfaction rating. >>*

|  |
| --- |
| **Comments**: |
|   |
|  |
|  |

## **Next Steps**

|  |  |  |
| --- | --- | --- |
|  **Who** |  **What Will Do**  |  **By When** |
|  |  |  |
|  |  |  |
|  |  |  |

##

 **Document Version History**

<delete this when using in Project>

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Date Updated /Released** | **Last updated by** | **Nature of Modification** |
| 1.0 |  |  |  |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 2.0 |  |  |  |

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