

PROJECT CLOSURE REPORT

Project Name

Date

Table of Contents

1. PROJECT OVERVIEW	3
2. PROJECT GOALS AND OBJECTIVES.....	3
3. PROJECT EXPECTATIONS/METRICS	3
4. PROJECT IMPLEMENTATION PLAN AND RESULTS.....	3
5. PROJECT SCOPE	3
6. REFLECTING ON RISKS AND RESPONSE PLAN	4
7. REFLECTING ON COMMUNICATION PLAN	4
8. PROJECT LEARNINGS.....	4
9. ONGOING WORK AND NEXT STEPS	4
10. PROJECT CLOSEOUT SIGNOFF	4
APPENDIX 1: PROJECT LEADERSHIP AND RESOURCES	5



1. Project Overview

High level review of purpose, scope, timelines, targets & intended results

2. Project Goals and Objectives

Project Goal:

Project Objectives:

3. Project Expectations/Metrics

Include key components tangible for success measurement; qualitative/quantitative targets. Focus on benefits, at completion, to organization/program/site/staff/patients/etc.

4. Project Implementation Plan and Results

High level description of plan and process after design including degree of effectiveness and alternative approaches

5. Project Scope

Use either table or narrative format

Project Goals and Targets as Outlined in Charter	Actual Deliverables/ Outcomes

OR

Objective: As defined in the Project Charter

Result:

6. Reflecting on Risks and Response Plan

Risk	Mitigation Strategy	Result
As reported in the Risk Plan		

7. Reflecting on Communication Plan

Stakeholder Group	Method of Communication	Commentary on Success or Suggested Alternative Approaches

8. Project Learnings

Key learning's gained throughout project. Highlight those most critical to success and what would value future projects

9. Ongoing Work and Next Steps

Required follow-up activities/next steps to support ongoing implementation. Can include identification of additional areas of investigation and/or process redesign that surfaced through this project work.

10. Project Closeout Signoff

Name	Role	Signature	Date
	Executive Sponsor		
	Project Sponsor		
	Project Manager		
Alanna Hinrichsen	PMO Regional Director		

Appendix 1: Project Leadership and Resources

	Description
Executive Sponsor:	Name
Initiative Lead:	Name
Project Lead:	Name
Project Manager:	Name
Project Team:	Names
Consultation Target:	Describe stakeholders, nature and frequency of consultation

cc: Project Management Office
 Other Stakeholders to be identified