

PROJECT MANAGEMENT PROJECT CLOSURE TEMPLATE

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PROJECT CLOSEOUT REPORT

VERSION HISTORY

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

PREPARED BY		TITLE		DATE	
APPROVED BY		TITLE		DATE	

PROJECT PARTICIPANTS AND RESPONSIBILITIES

NAME	ROLE	RESPONSIBILITIES

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1. FINAL PROJECT SUMMARY

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1.1 CONTENT SUMMARY

1.1.1 SCOPE

SCOPE
FINAL SCOPE
DESCRIPTION OF CHANGE

1.1.2 SCHEDULE

INITIAL SCHEDULE with Key Milestone Dates	ACTUAL SCHEDULE with Key Milestone Dates	EXPLANATION OF VARIANCE

1.1.3 COSTS

INITIAL BUDGET	ACTUAL BUDGET	EXPLANATION OF VARIANCE

1.1.4 PROJECT OUTCOMES

INITIAL GOALS AND DELIVERABLES	ACTUAL GOALS AND DELIVERABLES	EXPLANATION OF VARIANCE

1.1.5 COMMUNICATION STRATEGY AND METHODS

A large, empty rectangular box with a thin black border, intended for the user to write or paste their communication strategy and methods.

1.2 LESSONS LEARNED

A large, empty rectangular box with a thin black border, intended for the user to write or paste their lessons learned.

1.3 LEARNING OUTCOMES

Briefly summarize how the learning outcomes were met. Then, describe the outcomes in detail in each section below. If applicable, provide the relevant Appendix number for the reader to reference.

OUTCOME NAME	

OUTCOME NAME	

OUTCOME NAME	

OUTCOME NAME	

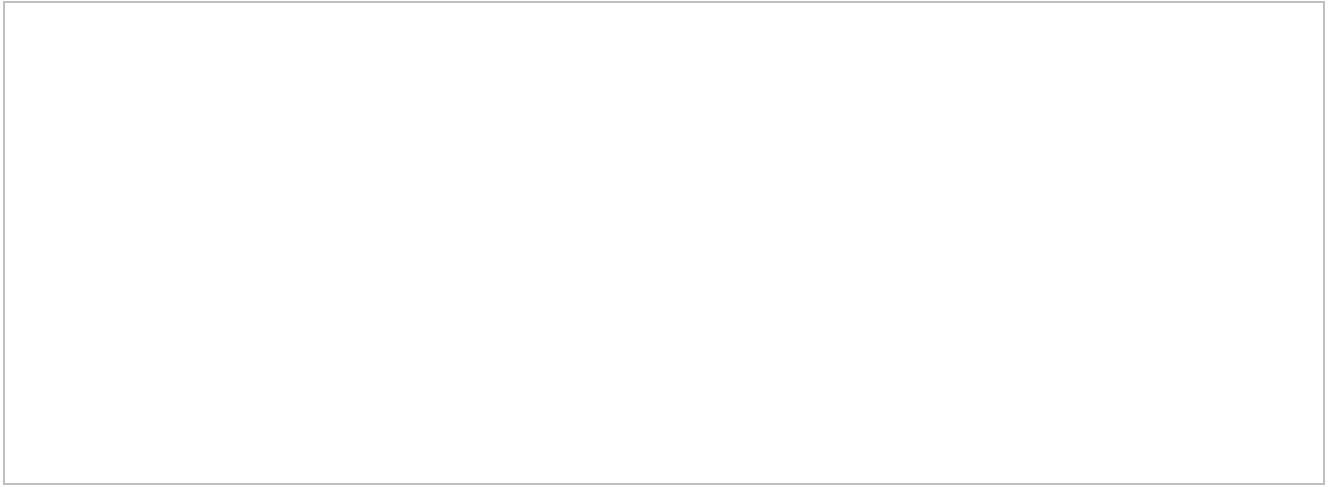
1.4 PROJECT PERFORMANCE SUMMARY

This section details how well the team communicated, collaborated, and performed tasks throughout the project.

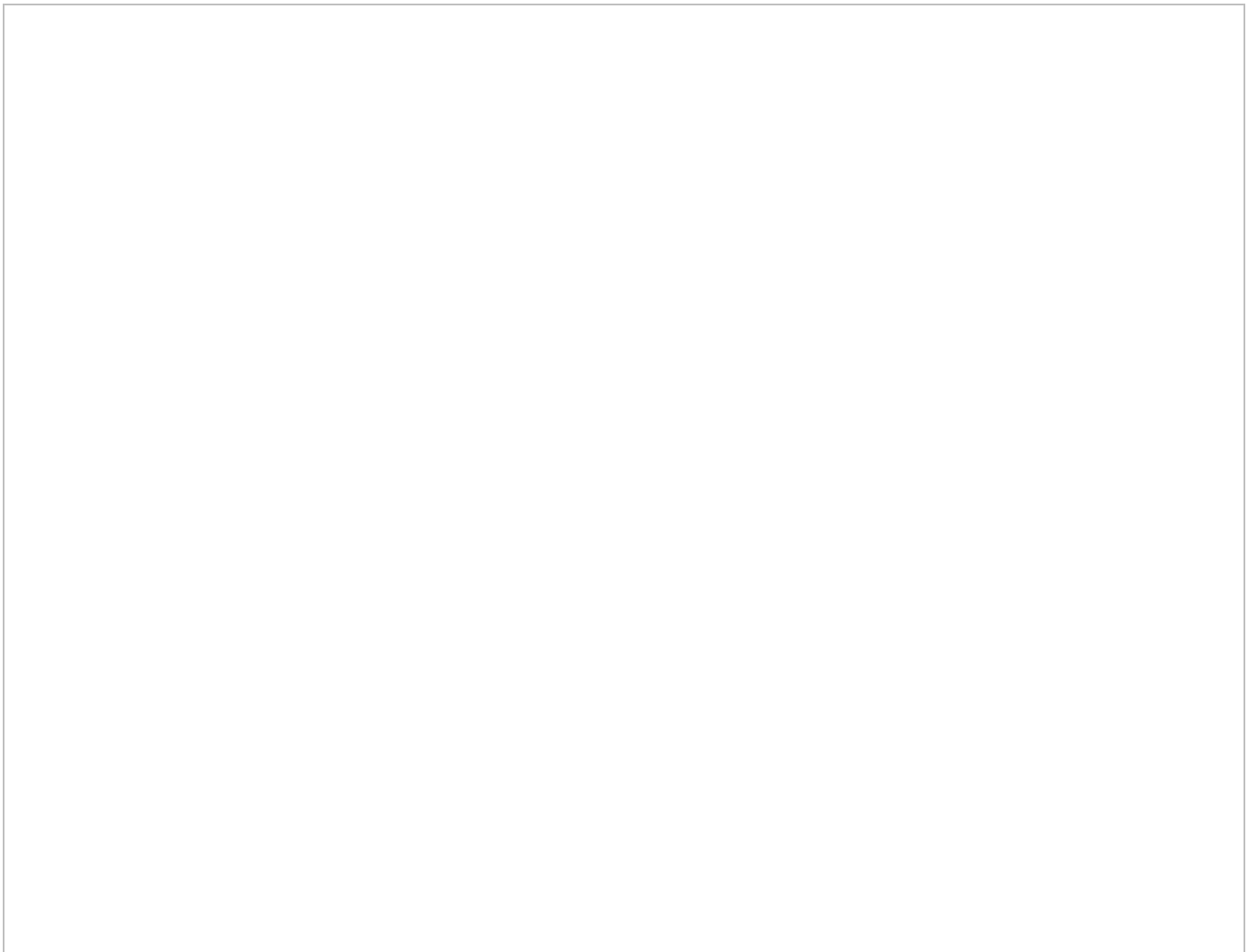
1.5 CRITICAL THINKING REVIEW

This section highlights the team's approach to problem-solving in various situations throughout the project. Use the field below to outline specific examples and methods you used.

1.6 ADDITIONAL SUMMARY INFORMATION



2. FUTURE DIRECTIONS



3. ANNOTATED BIBLIOGRAPHY

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