

Project Closure Statement

Project Title: [Insert Project Title]

Date: [insert date document issued]

Client/Sponsor: [Insert name of Project Client/Sponsor]

Project Manager: [Insert name of Project Manager]

Responsible Programme: [Insert the name of the Responsible Programme]

Version No: 0.1

[Guidance on Version Control:

- The first draft will be 0.1.
- Each re-drafted version will be 0.2, 0.3 etc.
- Once submitted to the Board for approval it will be version 1.0 and any amendments after submission will be 1.1, 1.2 etc.

Once the amended document is approved by the Board it will be 2.0.]

Approvals:

1. [list the names of Boards or persons this document is being submitted to for formal approval]
- 2.

End Stage Report

Purpose

This is the project manager's report to the Project Executive and Project Board and provides information on how well the project/this stage of the project has performed against the agreed scope defined within the Project Initiation Document and Business Case.

The stage report should review whether the project is delivering/has delivered Value for Money, and to ensure that it still represents the most effective and efficient way to meet the relevant objectives.

1 Background to the project

Introduction, objectives, rationale for the project and business benefits expected

2 Achievement of Project Objectives and Deliverables

Has this stage of the project achieved its objectives (purpose) and deliverables (tangible and specific products) as outlined in the Business Case and PID? How well did the project perform against the planned target time and cost? Summarise whether the project was successful or not.

3 Impact of Changes

The effect on the original Project Plan and Business Case of any changes that were approved, including any effect on the planned outcomes

4 Quality review

What type of quality review was undertaken and what were the results?

5 Risk Review

Update on key project risks

6 Project Issues

Update on project issues

7 Actions for the next Stage

Document any unfinished business/outstanding elements at the end of this stage, identify the person responsible for them and pass them on for completion. Outline work that needs to be done to begin the next stage

8 Benefits Update

Update on planned benefits for the project, including level of achievement so far for each benefit or expected levels of achievement and when and how the final benefits realisation will be monitored and reported.

9 Lessons learnt

List any key lessons learnt that should be captured and shared. List any recommendations for future enhancement or modification of the project management method

10 Conclusions/recommendations

List any key conclusions/recommendations that emerge from the lessons learnt.

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