



## PROJECT CLOSING REPORT

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[PROJECT TITLE]

[PROJECT ID]

[NAME OF PROJECT OWNER (K/C/D/I/O)]

Prepared by: [Name of Project Manager]

Date: [date prepared]

## REVISION HISTORY

Version	Date	Revised by	Approved by	Summary of revision	Distribution list

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## PROJECT CLOSING REPORT

Project ID			
Project Title			
Technical Project Manager			
Functional Project Manager			
Vendor (if applicable)			
Project Costs/Budget			
Source of Funds			
Project Duration			
Date of FSR Recommendation			
Date of UTICTEC Endorsement			
Date of JPICT Endorsement (*if applicable)			
Actual Start Date		Estimated Completion Date	

**1.0 PROJECT BACKGROUND**

*[Background of the project such as project mandate and other important information regarding the project.]*

**2.0 PROJECT CLOSING JUSTIFICATIONS**

*[State the justifications to close the project]*

### 3.0 INNOVATION

[Description of new product/services/method/process developed or used in the project.]

### 4.0 PROJECT ACHIEVEMENTS

#### 4.1 Achievements Compared to Project Scope

*(refer to Section 4.0 Scope as per detailed out in Project Management Plan)*

No	Project Scope	Achievement comments	Achievement (Achieved/ Not achieved)	Next plan of action (if needed)

#### 4.2 Achievements Compared to Project Plan

*(refer to Section 8.0 Implementation Schedule as per detailed out in Project Management Plan)*

No	Milestone	Estimated Start Date	Actual Start Date	Remarks	Achievement (Achieved/ Not achieved)	Next plan of action (if needed)

#### 4.3 Achievements Compared to Project Output / Deliverables

*(as per detailed out in Project Management Plan)*

No	Deliverables	Acceptance criteria	Achievement comments	Achievement Status (Achieved/ Not achieved)	Next plan of action (if needed)

**4.4 Achievements Compared to Project Estimation Cost / Budget**  
*(refer to Section 11.0 Implementation Schedule as per detailed out in Project Management Plan)*

No	Type of cost	Achievement comments	Achievement (Achieved/ Not achieved)	Next plan of action (if needed)

**4.5 Achievements compared to project outcome**

No	Expected impact	Achievement comments	Achievement Status (Achieved/ Not achieved)	Next plan of action (if needed)



**5.2 Best Practices**

*[Description of the best practices learnt during project implementation.]*

**5.3 Suggested Improvements**

*[Description of suggested improvements to the current practice that is found to be ineffective in solving problems occurred during project implementation]*

**6.0 PROJECT CLOSING ACTIVITIES**

*[Description of the preparation of implementation schedule for the purpose of project handing over in order to close the project formally.]*



## 7.0 CONCLUSIONS

*[Description of the decision either to close the project or to take necessary actions to comply with the criteria for project closing.]*

## 8.0 APPROVALS

<p><b>Prepared by:</b></p> <p>.....</p> <p><b>Technical Project Manager</b> [Name] [Post] [Division]</p> <p>Date:</p>	<p><b>Reviewed by:</b></p> <p>.....</p> <p><b>Functional Project Manager</b> [Name] [Post] [Division]</p> <p>Date:: .....</p>
<p><b>Recommended by:</b></p> <p>.....</p> <p><b>Project Director</b> [Name] [Post] [Division]</p> <p>Date:</p>	<p><b>Approved by:</b></p> <p>.....</p> <p><b>Project Sponsor</b> [Name] [Post] [Division]</p> <p>Date:.....</p>