Project Closure Report

# Project Manager's Report

Summarizing the project's performance

# Review of the Business Case

Summarizing the validity of the project's Business Case:

* Benefits achieved to date
* Residual benefits expected (post-project)
* Expected net benefits
* Deviations from the approved Business Case

# Review of project objectives

Review of how the project performed against its planned targets and tolerances for time, cost , quality, scope, benefits and risks. Review the effectiveness of the project's strategies and controls

# Review of team performance

In particular, providing recognition for good performance.

# Review of products

* **Quality records** Listing the quality activities planned and completed
* **Approved records** Listing the products and their requisite approvals
* **Off-specifications** Listing any missing products or products that do not meet the original requirements, and confirmation of any concessions granted
* Project product handover Confirmation (in the form of acceptance records) by the customer that operations and maintenance functions are ready to receive the project's product
* **Summary of follow-on action recommendations** Request for Project Board advice about who should receive each recommended actions. The recommended actions are related to unfinished work, ongoing issues and risks, and any other activities needed to take the products to the next phase of their life

# Lessons Report

A review of what went well, what went badly, and any recommendations for corporate or programme management consideration (and if the project was prematurely closed, then the reasons should be explained).