Project Closure Report

Plan-vs-actual comparison and acceptance of the project

DOCUMENT

Project	
Project manager	
Version	0.1
Date	DD.MM.YYYY

DOCUMENT VERSION HISTORY

Version	Date	Author	Reason for change / remarks
0.1	*DD.MM.YYYY*	*Name*	*First version*

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1 Introduction

1.1 General

1.1.1 Purpose and aim of this document

This document describes the course of the project named in the title. It compares planned and actual results and serves as the final approval of the completed project, taking into account the deviations from plan documented here.

1.1.2 Abbreviations

Your text – as in the project charter

1.1.3 Filing, validity and references to other documents

Your text

1.2 Project master data

1.2.1 Project title / short name

Your text – as in the project charter

1.2.2 Client

Your text – as in the project charter

1.2.3 Project manager

Your text – as in the project charter

1.2.4 Project team

Role	Name	Phone	E-mail	Remarks
Project manager				

1.2.5 Steering committee

Company / department	Name	Phone	E-mail	Remarks
Chair				

1.3 Review notes and meeting minutes

1.3.1 First to nth review

Your text

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2 Achievement of objectives

2.1 Project objectives

2.1.1 Overview of project objectives

No.	Objective	Status	Remarks
1			
2			
3			
4			

2.1.2 Reasons for deviations and further action

What deviations occurred, why, and how were they handled? Example: during the project, a change request was submitted to add a marketing concept to the scope of work. The steering committee approved an additional budget of € 4,000 for this.

2.1.3 Achievement measured by KPIs

Which KPIs demonstrate that the objectives were achieved? Example: waste was demonstrably reduced by XX %.

2.1.4 Budget

Was the budget met? Example: the planned budget was met. Only the change request led to additional costs of € 4,000, which the steering committee approved promptly.

2.1.5 Achievement of milestones

Milestone	Target date	Achieved on	Remarks
Project start	*DD.MM.YYYY*	*DD.MM.YYYY*	
Project decision	*DD.MM.YYYY*	*DD.MM.YYYY*	
Definition phase			
Functional specification approved	*DD.MM.YYYY*	*DD.MM.YYYY*	
Kick-off	*DD.MM.YYYY*	*DD.MM.YYYY*	
Planning phase			
Milestone ...	*DD.MM.YYYY*	*DD.MM.YYYY*	
Milestone ...	*DD.MM.YYYY*	*DD.MM.YYYY*	
Implementation and monitoring			
Milestone ...	*DD.MM.YYYY*	*DD.MM.YYYY*	
Closure			
Handover to the client	*DD.MM.YYYY*	*DD.MM.YYYY*	
Client Survey	*DD.MM.YYYY*	*DD.MM.YYYY*	
Project end	*DD.MM.YYYY*	*DD.MM.YYYY*	

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3 Findings

3.1 Team debrief

Your text

3.2 Obstacles

Your text

3.3 Suggested improvements

… for processes or future projects

3.4 Outstanding achievements

optional

4 Project closure

4.1 Handover of follow-up tasks

Your text

4.2 Roadmap and follow-up projects

Your text

4.3 Approval by the client

The implementation of the project documented here and its result meet the client's expectations. Upon signature, the documented result is deemed accepted.

Date	DD.MM.YYYY
Client signature	
Project manager signature	
Further signatures	

5 Appendix / resources

Your text

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