|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | **Project Number:** | **Prepared by: (Project Manager)** | **Date:** |
|  |  |  |  |
| **Customer:** | **Business Unit:** | **Contact Name:** | **Project Type:** |
|  |       |  | [ ]  Mini [ ]  Standard [ ]  Complex |

|  |  |
| --- | --- |
| Introduction | This is the document of record for the approval authorities of the project cancellation process. Lessons learned and project archives are required prior to project cancellation. |

|  |  |
| --- | --- |
| PROJECT OBJECTIVE |  |
| PROJECT CANCELLATION STATEMENT | The following project deliverables were not achieved: |
| Reason for project cancellation:[ ]  Sponsor request[ ]  Lack of continued funding[ ]  Technical incompatibility[ ]  Negative cost/benefit ratio[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Detailed explanation for project cancellation: |
| Next steps: |

***By approving the Project Cancellation Approval document you are in agreement with the closing of the project as described herein.***

|  |  |  |  |
| --- | --- | --- | --- |
| **STAKEHOLDER** | **NAME** | **SIGNATURE** | **DATE** |
| **PROJECT SPONSOR** |  |  |       |
| **PROJECT MANAGER** |  |  |       |
| **LITS DIRECTOR** |  |  |       |
| **TECHNICAL LEAD** |  |  |       |