|  |  |  |  |
| --- | --- | --- | --- |
| **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 closing process. Lessons learned and project archives are required prior to project closing. |

|  |  |
| --- | --- |
| **PROJECT OBJECTIVE/S** |  |

|  |  |
| --- | --- |
| **PROJECT DELIVERABLES** | What deliverables, as described in the project scope statement, were achieved?1.
2.
 |
| What deliverables, excluding those removed by an approved project change request, were not achieved and why?1.
2.
 |

|  |  |
| --- | --- |
| SUCCESS CRITERIA | What cost success criteria were met? Which criteria were left unmet and why?1.
 |
| What schedule success criteria were met? Which criteria were left unmet and why?1.
 |
| What technical success criteria were met? Which criteria were left unmet and why?1.
 |

|  |  |
| --- | --- |
| **RECOMMENDATIONS** | List any recommendations for future projects or ongoing operational efforts:1.
 |

***By approving the Project Closing 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** |  |  |       |