



<PROJECTNAME>

<AGENCY NAME>

Project Closure Report Instruction Sheet

EXECUTIVE SUMMARY

SCHEDULE AND COSTS

Start Date: *Date project started*

Original Completion Date: *Original date for full business use. If this was planned to be implemented in phases, please list each planned implementation phase.*

Implementation Date: *Date project was put into full business use. If the project was implemented in phases, list each phase implementation date.*

Actual Project Completion Date: *Date all tasks for the project were completed. This includes any tasks related to transitioning to operational use.*

Original Budget: *Total planned cost for all efforts related to the project and vendor costs, equipment, facilities, etc. This should be broken down by the cost type.*

Actual Cost: *Actual total cost of items listed in the budget.*

Number of Project Personnel (High Water Mark) *Only list County and Contractor staff.*

MEASURABLE OUTCOMES

Discuss the objectives of the project and compare that to the outcomes realized.

BASELINE MEASURES

Describe the baseline measurements the project was intended to improve. These figures must be measurable (i.e. labor hours, costs per year, time lost, etc.). This section does not need to be completed for projects related to legal changes, sunsetted technology, or any project that was mandated by external entities.

REALIZED OBJECTIVES

Restate the objectives of the project as stated in the IPAQ.



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Objective 1

What was the measurable objective of this project? If the objective was a relative goal, then provide the baseline.

Was the objective met? Provide a comparison between the baseline and the current figure.

If the objective was not met, explain why.

Objective #

Continue answering the questions until you have covered all objectives listed from your IPAQ.

Examples

Objective 1

1. *Measurable objective:* This project will increase our efficiency so that our bakery will bake 30 cakes a day. Yes, the objective was met. Since the implementation date two weeks ago, our cake department has produced an average of 31 cakes per day.
2. *Relative objective:* This project will increase our efficiency in our cake department by 50%. Before this project, the cake department produced 20 cakes per day. We will use this figure as our baseline. No, the objective was not met. Our cake department has been able to produce an average of 25 cakes per day, which is only a 25% increase from our baseline of 20 cakes per day. This occurred because we did not have enough financial resources to cover the entirety of the project and could only install 50% of the appliances needed to achieve our objective.
3. *Legal objective:* The corporation's executive team approved a new standard that cake departments must produce at least 30 cakes per day. This project will achieve that standard. Yes, our objective was met. It has been two weeks since our implementation date and our cake department is making an average of 30 cakes per day.

SCHEDULE AND COST DISCUSSION

DETAILED SCHEDULE ISSUES

(Required if schedule was not met). Discuss the detailed schedule issues.

INCOMPLETE ITEMS



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List any deliverables or other project items that were not completed per the plan. Discuss how these will be completed or if they will not be completed and what changed to no longer require them.

ADDED ITEMS

List any deliverables or other project items that were added to the plan. What were the business drivers that required the additions? Discuss how these additions impacted the overall project plan and cost.

DETAILED COST ISSUES

Required if budget was not met. Discuss the detailed cost issues.

LESSONS LEARNED

WHAT WENT RIGHT?

List the things that went right. You would want these to happen on all your projects?

WHAT WENT WRONG?

List the things that went wrong. Spend some time on this section. How would you prevent them from happening on future projects?

OTHER ISSUES

List any other issues not discussed in previous sections.

MAINTENANCE PLAN

Describe how the project was turned over to the maintenance team. For example: How was training conducted? What documentation was provided? Is there any ongoing support from the project team?