A picture containing icon

Description automatically generated <PROJECT NAME>

**<AGENCY NAME>**

<Project Name>

Project Closure Report

**<Author>**

**<Date>**

**Version <#>**

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# Executive Summary

## Schedule and Costs

**Start Date:** Click or tap to enter a date.

**Original Completion Date:** Click or tap to enter a date.

**Implementation Date:** Click or tap to enter a date.

**Actual Project Completion Date:** Click or tap to enter a date.

**Original Budget:**

**Actual Cost:**

**Number of Project Personnel (High Water Mark):**

# Measurable Outcomes

## Baseline measures

## Realized Objectives

# Schedule and Cost Discussion

## Detailed Schedule Issues

## Incomplete Items

## Added Items

## Detailed cost issues

# Lessons Learned

## What Went Right?

## What Went Wrong?

## Other Issues

# Maintenance Plan