|  |  |
| --- | --- |
| **Project Name** |  |
| **Date of Report** |  | **Project Completion Date** |  |
| **Agency/Dept.** |  | **Project Manager** |  |
| **Sponsor** |  | **Portfolio Manager** |  |
| **Project Description** |  |
| **M&O TPID** | Required |

**The Close-out Meeting was held on <<date>> and the attendees provided input to this report**.

|  |  |
| --- | --- |
| **Close-out Meeting Attendees** |  |
| **Project Deliverable Review***Provide a list of project deliverables and indicate if they were completed. If not, or only partially completed, provide the reason. Add more lines to the table if needed.*

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Completed?** | **Reason If Not Completed** |
|  |  |  |
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 |
| **Business Value/Success Criteria Review** *List the Business objectives/value this project was implemented to achieve (as reported in IT-ABC and annual legislative reporting), whether it was successful, and how success was measured. Add more lines to the table if needed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Value Indicator** | **Business Value** | **Method of Measure** | **Achieved?** |
| Choose an item. |  |  | Choose an item. |
| Choose an item. |  |  | Choose an item. |
| Choose an item. |  |  | Choose an item. |
| Choose an item. |  |  | Choose an item. |
| Choose an item. |  |  | Choose an item. |

 |
| **Schedule Review***Was this project implemented according to the original schedule? Explain any event(s) requiring major schedule changes.* |
| **Scope Review***Was the project implemented according to the original defined scope (based on the Project Charter)? Describe the**Reason(s) for any significant scope changes.* |
| **Estimated Project Cost on the IT ABC Form**  | **$** | **Actual Project Cost** | **$** |
| **Budget Review***Explain any event(s) resulting in significant changes/impacts to the budget from what was proposed on the IT ABC Form.* |
| **Highlights from Lessons Learned***Provide a list of the top 3 to 5 lessons learned from this project based on the lessons learned conducted with the project team and key stakeholders.* |
| **Other Comments on the Project**  |

**Close-Out Report Sign-off:**

|  |  |  |
| --- | --- | --- |
| Role | Name | E-Signature |
| **Project Manager** |  |  |
| **Sponsor** |  |  |
| **Portfolio Manager** |  |  |
| **Business Lead** |  |  |
| **IT Manager** |  |  |
| **<<Other Role>>** |  |  |