

Project Closure Template

A ready-to-use framework for creating clear, consistent documentation. Replace bracketed prompts with information specific to your organization.

Document Title	[Enter title]	Document ID	[ID-001]
Owner	[Name / Role]	Version	[1.0]
Effective Date	[Date]	Review Date	[Date]

01 - Project Information

[Enter project information information here.]

02 - Completion Summary

[Enter completion summary information here.]

03 - Deliverables

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

04 - Acceptance

[Enter acceptance information here.]

05 - Budget and Schedule Summary

[Enter budget and schedule summary information here.]

06 - Outstanding Items

[Enter outstanding items information here.]

07 - Lessons Learned

[Enter lessons learned information here.]

08 - Archive Location

[Enter archive location information here.]

09 - Handover

[Enter handover information here.]

10 - Final Approval

[Enter final approval information here.]

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