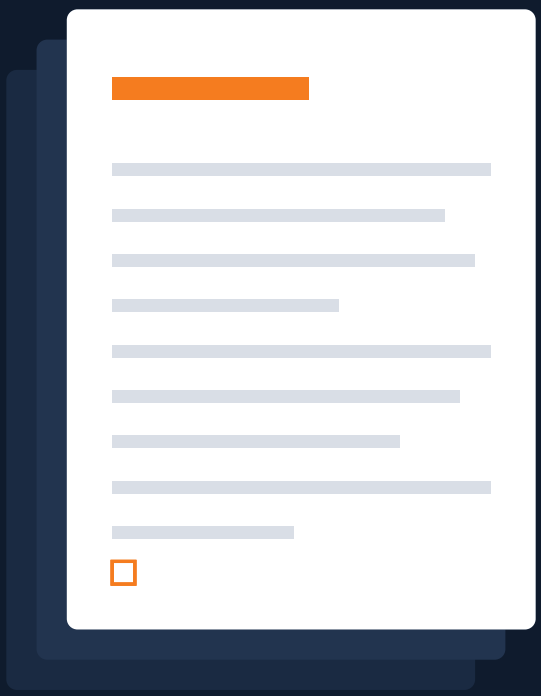
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FREE TEMPLATE

PROJECT MANAGEMENT

Project Closeout

Formally closes the project and confirms deliverables, finances and records are complete.

PHASE

Closure

PRIMARY USERS

PMs, Executive Leadership

About this template

The Project Closeout report confirms the project is complete: objectives assessed, deliverables accepted, contracts and budget closed, resources released, records archived and benefits ownership assigned. Leadership signs it to end the project formally.

Detail	
Phase	Closure
Primary users	PMs, Executive Leadership

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**Project ID**	
Project manager		**Sponsor**	
Version		**Date**	

Version	Date	Author	Summary of changes
[1.0]	*[DD/MM/YYYY]*	*[Name]*	*[Initial release]*

01 Closure Summary

Reason for closure	
Overall outcome	
Final completion date	

02 Objectives Assessment

Objective	Target	Actual	Met?

03 Deliverables Acceptance

Deliverable	Accepted by	Date

04 Schedule & Budget Performance

Measure	Baseline	Actual	Variance
End date			
Total cost			
Effort (days)			

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05 Closure Checklist

	Item
☐	*[All deliverables accepted]*
☐	*[Contracts and POs closed]*
☐	*[Final invoices paid]*
☐	*[Team released / reassigned]*
☐	*[Documents archived]*
☐	*[Handover to operations complete]*
☐	*[Lessons learned completed]*

06 Benefits Realisation

GUIDANCE *Who will track the benefits after the project ends?*

Benefit	Measure	Owner	Review date

07 Outstanding Items

Item	Owner	Due

08 Closeout Approval

Role	Name	Signature	Date
Project Manager			
Project Sponsor			
Executive Leadership			

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