

SOFTWARE PROJECT CLOSURE REPORT TEMPLATE

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SOFTWARE PROJECT CLOSURE REPORT

VERSION HISTORY

VERSION	REVISION DATE	REVISED BY	COMMENTS

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1. PROJECT INFORMATION

PROJECT NAME	
PROJECT MANAGER	PROJECT SPONSOR
REASON FOR PROJECT CLOSURE	

2. PROJECT OVERVIEW

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3. PROJECT COMPLETION CRITERIA

DESCRIPTION	CRITERIA	ACCOMPLISHED? Y / N	COMMENTS
GOALS			
BENEFITS			
DELIVERABLES			
SCHEDULE			
BUDGET			

4. OUTSTANDING ITEMS

DESCRIPTION	TASK	OWNER	DUE DATE
ISSUES			
RISKS			
ACTIVITIES			

5. CONTRACT CLOSURE

VENDOR NAME	CONTRACT NO.	CLOSURE ACTIVITY	OWNER	COMPLETION DATE

6. DOCUMENTATION

DESCRIPTION	LOCATION	OWNER	DATE

7. LESSONS LEARNED

DESCRIPTION	FOLLOW-UP ACTIONS	ACCOUNTABLE PARTY	REVIEW DATE

8. RECOMMENDATIONS

9. PROJECT CLOSURE APPROVALS

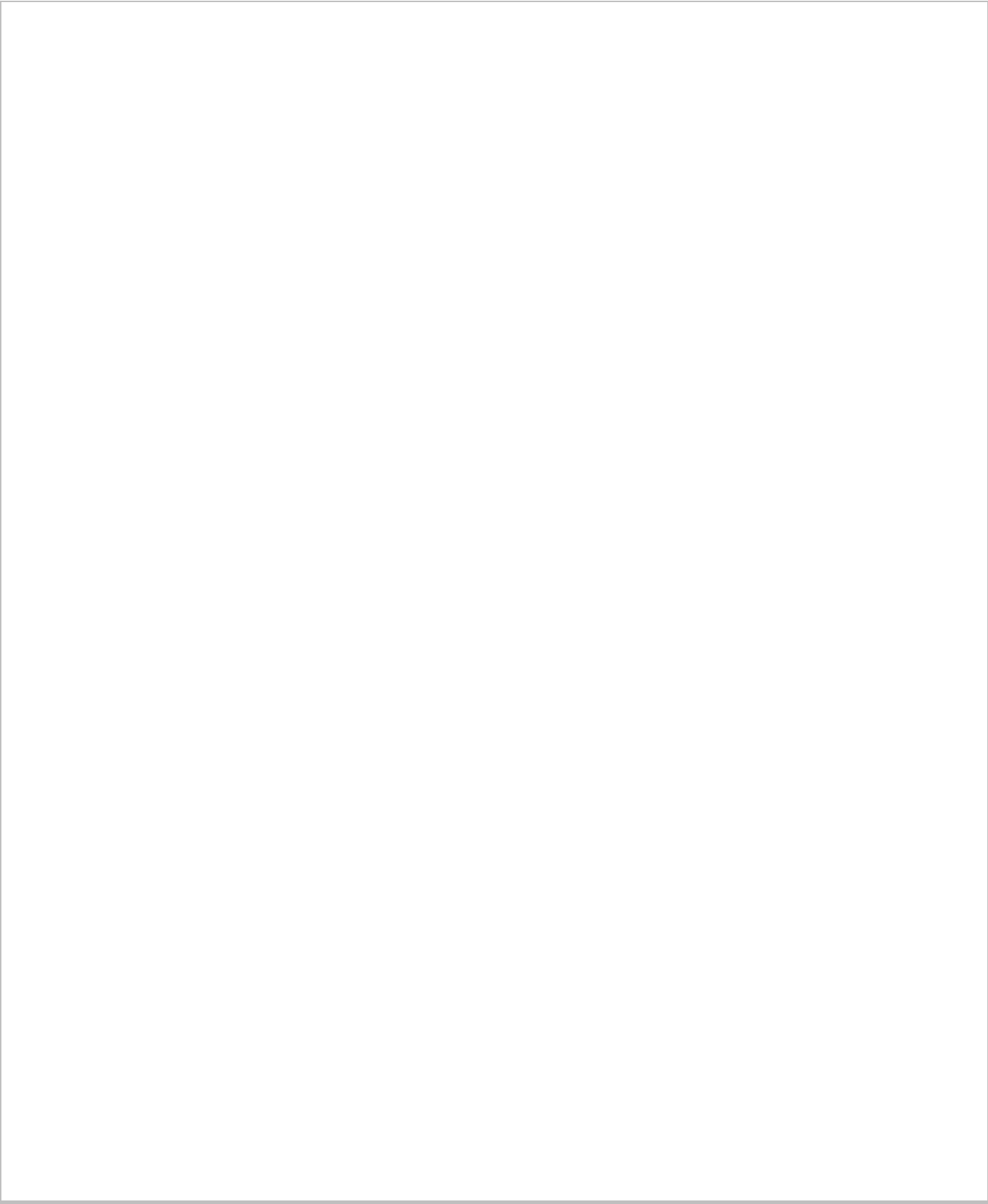
NAME	SIGNATURE	DATE
ROLE		

NAME	SIGNATURE	DATE
ROLE		

NAME	SIGNATURE	DATE
ROLE		

NAME	SIGNATURE	DATE
ROLE		

10. APPENDIX



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