# Project Closure

[Project Name]

[Department]

Version: 1.0

Revision Date: MM/DD/YYYY

*Submit the document to the Project Sponsor, Business Owner, and PPMO/PMO Division Director; and archive this closure document with the project artifacts once completed.*

| Approver Name | Title / Role | Signature | Date  |
| --- | --- | --- | --- |
|  | Primary Project Champion\* |  |  |
|  | Project Stakeholder\* |  |  |
|  | Exec Sponsor (AVP or Exec. Dir)\* |  |  |
| Ed Puckett | PPMO Director |  |  |
|  | Project Manager |  |  |

\*By authorizing this Project Closure, the Project Champion, Project Stakeholder(s), and Executive Sponsor agree to all terms within this document.

### Revision History

Identify document changes.

| Version | Date | Name | Description |
| --- | --- | --- | --- |
|  |  |  |  |

## Section 1. General Information

| Project Activity | Date |
| --- | --- |
| Project Start | [MM-DD-YY] |
| Project Closure[[1]](#footnote-1) | [MM-DD-YY] |

## Section 2. Business Deliverables

*As identified in section 2.2 of the Business Case.*

| Business Case Ref ID | Business Objective | Met/Not Met | Comments |
| --- | --- | --- | --- |
|  |  |  |  |

\*In addition to the project specific goals and objectives identified by the project champion/project stakeholders, University of Houston-Clear Lake requires business solutions uphold the integrity of the university by complying with

## Section 3. Customer Expectation Management

| Item | Question | Description |
| --- | --- | --- |
| 1 | Were all expected benefits and business outcomes realized? | Yes [ ]  No [ ]  |
| 2 | Were all expected performance standards satisfied? | Yes [ ]  No [ ]  |
| **Comments** |  |

## Section 4. Outstanding Actions Items and Issues

| Action Item and/or Issue | Transition and/or Resolution |
| --- | --- |
|  |  |

## Section 5. Project Office Checklist

| Deliverable | Description  |
| --- | --- |
| Risk Assessment completed and posted on suitable shared storage. | Yes **[ ]**  No **[ ]**  |
| Business Case completed and posted on suitable shared storage. | Yes **[ ]**  No **[ ]**  |
| Project Charter completed and posted on suitable shared storage. | Yes **[ ]**  No **[ ]**  |
| Meeting Notes completed and posted on suitable shared storage. | Yes **[ ]**  No **[ ]**  |
| Additional project documentation and artifacts posted on suitable shared storage, including Requirements Template, Project Change Requests, Milestone Timeline, Work Breakdown Structure, etc. | Yes **[ ]**  No **[ ]**  |
| Lessons Learned documented. | Yes **[ ]**  No **[ ]**  |
| Project folder moved *completed-projects* on suitable shared storage. | Yes **[ ]**  No **[ ]**  |
| Support Handover Document completed, archived, and provided to UCT Support Center and Student Assistance Center. | Yes **[ ]**  No **[ ]**  |
| **Comments** |

1. Date of Project Closure refers to the project finish date, meaning all project tasks have been completed. [↑](#footnote-ref-1)