 <PROJECT NAME>

**<AGENCY NAME>**

<Project Name>

Project Closure Report

**<Author>**

**<Date>**

**Version <#>**

**TABLE OF CONTENTS**

|  |  |
| --- | --- |
| [**EXECUTIVE SUMMARY**](#_Executive_Summary)  | **1** |
| [**Schedule and Costs**](#_Schedule_and_Costs)  | **1** |
| [**MEASURABLE OUTCOMES**](#_Measurable_Outcomes) | **1** |
| [**Baseline Measures**](#_Baseline_measures)  | **1** |
| [**Realized Objectives**](#_Realized_Objectives)  | **1** |
| [**SCHEDULE AND COST DISCUSSION**](#_Schedule_and_Cost)  | **1** |
| [**Detailed Schedule Issues**](#_Detailed_Schedule_Issues)  | **1** |
| [**Incomplete Items**](#_Incomplete_Items) |  |
| [**Added Items**](#_Added_Items)  | **1** |
| [**Detailed Cost Issues**](#_Detailed_cost_issues) |  |
| [**LESSONS LEARNED**](#_Lessons_Learned)  | **2** |
| [**What Went Right**](#_What_Went_Right?)**?**  | **2** |
| [**What Went Wrong**](#_What_Went_Wrong?)  | **2** |
| [**Other Issues**](#_Other_Issues)  | **2** |
| [**MAINTENANCE PLAN**](#_Maintenance_Plan)  | **2** |

# Executive Summary

## Schedule and Costs

**Start Date:** Click or tap to enter a date.

**Original Completion Date:** Click or tap to enter a date.

**Implementation Date:** Click or tap to enter a date.

**Actual Project Completion Date:** Click or tap to enter a date.

**Original Budget:**

**Actual Cost:**

**Number of Project Personnel (High Water Mark):**

# Measurable Outcomes

##  Baseline measures

## Realized Objectives

# Schedule and Cost Discussion

## Detailed Schedule Issues

##  Incomplete Items

##  Added Items

##  Detailed cost issues

# Lessons Learned

##  What Went Right?

##  What Went Wrong?

##  Other Issues

# Maintenance Plan