<Project Title>

Project Review and Closure Report

(Very Small Projects)

Version: <n.n> Date: <dd-mm-yyyy>

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*This template has been developed for very small projects and as such does not include a guide. For further details go to the Project Closure and Review templates and guides found in the Project Management Section of* [www.egovernment.tas.gov.au](http://www.egovernment.tas.gov.au)

*The version number starts at one and increases by one for each release. It shows the release number and a revision letter if in draft. The original draft is 0.A and subsequent drafts are 0.B, 0.C etc. The first accepted and issued document is Version 1.0. Subsequent changes in draft form are 1.0A, 1.0B etc. The accepted and issued second version is 1.1 or 2.0, depending on the magnitude of the change.*

*Refer to the Project Management Fact Sheet: Document Control for more information.*

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**DOCUMENT ACCEPTANCE and RELEASE NOTICE**

This is <release/version> <n.n> of the <Project Title> Project Review and Closure Report

The Project Review and Closure Report is a managed document. For identification of amendments each page contains a release number and a page number. Changes will only be issued as complete replacement. Recipients should remove superseded versions from circulation. This document is authorised for release once all signatures have been obtained.

PREPARED: DATE:\_\_\_/\_\_\_/\_\_\_

(for acceptance) (<name>, <Project Title> Project Manager)

ACCEPTED: DATE:\_\_\_/\_\_\_/\_\_\_

(for release) (Project Sponsor, <name, title>)

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| **Reason for Closing the Project** | State the reason why this project is being closed. This usually is because the outputs have been delivered, the closing date has been reached and/or the budget has been expended. A project may be closed for other reasons, for example a change in policy or agency priorities, a loss of funding or a deadline date reached. |
| **Highlights and Innovations** | Describe the highlights of the project and any innovations used or developed by the project. |
| **Summary of Recommendations** | List the recommendations that appear in this Report. One of the recommendations should be for the Project Sponsor to agree that the project can be deemed closed. For ease of reference, each recommendation should be uniquely numbered and a reference provided to the relevant section within this Report. |
| **Performance against Objectives** | Summarise the actual performance of the project against the planned performance. All projects vary to some extent from the original plan, these variations should be identified and the reasons for the variance described.  Describe the actual performance of the project in relation to the achievement of the planned project objectives. |
| **Performance against Outcomes** | Describe the actual performance of the project in relation to the achievement of targeted outcomes. Were all planned targeted outcomes achieved, to what degree? Some outcomes may not be achieved at this point in time. In this case details should be given as to when the outcomes are anticipated to be achieved and who is responsible for their ongoing measurement and reporting of progress towards their achievement. |
| **Performance against Outputs** | Describe the actual performance of the project in relation to the delivery of the outputs. Were all planned outputs delivered, to what degree? Were they all accepted? Did the quality of the outputs meet expectations? |
| **Performance against Budget** | Where a separate budget allocation has been made describe the actual performance of the project against the project budget. This section may be deleted if the project was run out of the existing operational budget. |
| **Lessons Learnt** | Describe the project management and quality management processes that were perceived to be inappropriate and/or ineffective for the project, as reflected by the stakeholders and the project records/documentation. |

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| **Closure Activities** | Post Project Responsibilities - List any matters that are outstanding, what actions are required to address them and who is responsible. This should include such things as outcomes yet to be achieved, outputs not yet delivered, maintenance of the outputs or other operational matters such as meeting future training requirements that are outstanding or have not been formally agreed prior to this stage. |

**Appendices**

This section is optional. Where necessary, appendices can be attached to provide any relevant supporting information