Information Technology

Project Closure Report

*Project Name*

0

State of Alabama

Date: MM/DD/YYYY

Requesting Agency:

Project Number:

Instructions: This form must be filled out and submitted to the Office of Information Technology (OIT) at the conclusion of all Moderate and Major IT projects as part of IT Project Closure.

# Project Information

*This section identifies the relevant project information. Enter high-level general project information.*

|  |  |
| --- | --- |
|  |  |
| **Project Name** |  |
| **Project Description** |  |
| **Project Manager** |  |

# Project reconciliation

*This section compares planned vs. actual project performance. Enter the project Baseline (planned) and actual (real) data for the items in the left-hand column. Then calculate the variance (difference) by subtracting the Baseline value from the Actual value and enter the difference into the Variance column.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Baseline** | **Actual** | **Variance** | **Explanation** |
| **Start Date** |  |  |  |  |
| **Finish Date** |  |  |  |  |
| **Total Duration (Days)** |  |  |  |  |
| **Budget** |  |  |  |  |
| **Resources (at Peak)** |  |  |  |  |
| **General Comments** |  |

# Project resources

*This section lists the resources specified in the Project Plan and utilized during the life of the project. It also identifies plans for the resource (e.g., transfer, reassignment, contract termination) and the date the plan will become effective (e.g., turnover date, release date).*

| Resource Classification | Count | Resource Disposition | Effective Date |
| --- | --- | --- | --- |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |

# Lessons Learned

*This section identifies lessons learned specifically for the project. State the lessons learned in terms of items that contributed to the success of the project/project team as well as items that challenged the project/project team.*

|  |
| --- |
| **What Worked Well on This Project?** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
|  |
| **What Did Not Work Well on This Project?** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |

# Project DELIVERABLES Checklist

*This section describes all the deliverables for the project. The Project Manager should respond to each question. For each “no” response, include an issue in ISSUES / POST IMPLEMENTATION PLANS section.*

| Deliverables | Received |
| --- | --- |
| **1.** |  | Yes [ ]  No [ ]  |
| **2.** |  | Yes [ ]  No [ ]  |
| **3.** |  | Yes [ ]  No [ ]  |
| **4.** |  | Yes [ ]  No [ ]  |

# Issues / Post Implementation Plans

*This section identifies all significant issues that remain following closeout. Also identify any post-implementation activities, such as status meetings, reviews, etc., that will continue after project closeout. Make sure to include any handoff or maintenance activity in this section. Enter priority as High, Medium, or Low.*

| Issue / Action | Disposition | Disposition Date | Priority |
| --- | --- | --- | --- |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |

# Customer Approval

*By signing below, you certify that the product / service has sufficiently met the stated business goals and objectives. You further certify that all project documentation, artifacts, knowledge transfer, etc., have been received and are complete and accurate. You authorize the project to be closed.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Agency Approval*** |  |  |  |
| **Signature** | **Printed Name** | **Title** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |