

[Project Title]

Enterprise Project Closeout

*[List Division Names]*

**[Date in Month and Year]**

[Font in Brackets] = Replace text

Table of Contents

[1. Project 4](#_Toc55897667)

[1.1. Project Overview 4](#_Toc55897668)

[1.2. Project Description 4](#_Toc55897669)

[2. Performance Summary 4](#_Toc55897670)

[2.1. Project Scope 4](#_Toc55897671)

[2.2. Project Schedule 4](#_Toc55897672)

[2.3. Project Budget 5](#_Toc55897673)

[2.4. Project Quality 5](#_Toc55897674)

[2.5. Organization Change Management 5](#_Toc55897675)

[2.6. Project Benefits 6](#_Toc55897676)

[3. Lessons Learned 6](#_Toc55897677)

[3.1. Project Scope 6](#_Toc55897678)

[3.2. Project Schedule 6](#_Toc55897679)

[3.3. Project Budget 7](#_Toc55897680)

[3.4. Project Quality 7](#_Toc55897681)

[3.5. Organization Change Management 7](#_Toc55897682)

[3.6. Project Benefits 8](#_Toc55897683)

[4. Project Document Closeout 8](#_Toc55897684)

[5. Approvals 8](#_Toc55897685)

Version History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Modification** | **Author** |
| 1.0 |  | Created |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Project
   1. Project Overview

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project ID# | Project Name | | | | |
|  |  | | | | |
| **Project Summary (Brief Overview)** | | | | | |
|  | | | | | |
| Project Budget | | | Project Expenditure | | |
|  | | |  | | |
| Project Start Date | | | Project End Date | | |
|  | | |  | | |
| Project Sponsor(s) | | Title | | | Department |
|  | |  | | |  |
| Project Manager | | | | Department | |
|  | | | |  | |

* 1. Project Description

[Provide a brief background and summary of the project, e.g. why was it undertaken, high level scope, overall schedule, and budget.]

1. Performance Summary
   1. Project Scope

|  |  |  |
| --- | --- | --- |
| **Objectives** | **Completion Criteria** | **How Was Criteria Met** |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Project Schedule

|  |  |  |
| --- | --- | --- |
| **Objectives** | **Completion Criteria** | **How Was Criteria Met** |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Project Budget

|  |  |  |
| --- | --- | --- |
| **Objectives** | **Completion Criteria** | **How Was Criteria Met** |
|  |  |  |
|  |  |  |
| *If bond funds were utilized:*  Bond funds were utilized on this project and expended in alignment with the intent of the bond | Bond Funded Amount | Bond Funds Expended  Remaining Balance |

* 1. Project Quality

|  |  |  |
| --- | --- | --- |
| **Objectives** | **Completion Criteria** | **How Was Criteria Met** |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Organization Change Management

|  |  |  |
| --- | --- | --- |
| **Objectives** | **Completion Criteria** | **How Was Criteria Met** |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Project Benefits

|  |  |  |
| --- | --- | --- |
| **Objectives** | **Completion Criteria** | **How Was Criteria Met** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Lessons Learned
   1. Project Scope

|  |  |  |
| --- | --- | --- |
| **Category** | **What Worked Well** | **What Can Be Improved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Project Schedule

|  |  |  |
| --- | --- | --- |
| **Category** | **What Worked Well** | **What Can Be Improved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Project Budget

|  |  |  |
| --- | --- | --- |
| **Category** | **What Worked Well** | **What Can Be Improved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Project Quality

|  |  |  |
| --- | --- | --- |
| **Category** | **What Worked Well** | **What Can Be Improved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Organization Change Management

|  |  |  |
| --- | --- | --- |
| **Category** | **What Worked Well** | **What Can Be Improved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Project Benefits

|  |  |  |
| --- | --- | --- |
| **Category** | **What Worked Well** | **What Can Be Improved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Project Document Closeout

|  |  |  |
| --- | --- | --- |
| **Project Document** | **Date** | **EPMO Knowledge Base Archive (Y/N)** |
| *Project Justification* | *mm-dd-yy* |  |
| *Project Charter* |  |  |
| *Risk Management Plan* |  |  |
| *Organization Change Management Plan* |  |  |
| *Transition Plan* |  |  |
| *Project Closeout* |  |  |

1. Approvals

[The project closeout document should be approved by executive sponsor(s), Division PMO Director, CIO (for an IT Project), and business owner(s)]

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Role** | **Name, Title** | **Signature** | **Date** |
| Executive Sponsor |  |  |  |
| Executive Sponsor |  |  |  |
| Executive Sponsor, CIO |  |  |  |
| Division PMO Director |  |  |  |
| Project Manager |  |  |  |
| Business Owner |  |  |  |
| Business Owner |  |  |  |
|  |  |  |  |