Project Closure

Project Name

Revision History

| **Process Version #**  | **Date**  | **Author**  | **Revision Description**  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

Purpose
The closure phase provides acceptance of the project and brings the effort to an orderly end. For closure to occur, all work associated with the project must be completed. All related project documentation is completed and compiled in a central location. All contractual agreements and administration (e.g., financial and time tracking) related to the project are completed during the closure phase. Also, any lessons learned during the course of the project are recorded for future reference.

Input

* Note input items completed before the project closure here
* Sample input item

Activities *(Modify the list below as needed)*

|  |  |
| --- | --- |
| **Task**  | **Responsibility**  |
| Task 1 * *The Brief description of the task. In the Responsbility column, write down the position or name of the person responsible for completing this task.*
 |  |
| Task 2* *Description*
* *Additional description*
 |  |

Output

* Note the output of the project closure here.