Project Closure Summary Form

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| This ***Project Closure Summary Form*** provides the summary of deliverables related to the goals set forth by the project charter. In addition, the document may cover unresolved items, upcoming known fixes/ features and future considerations for the customer to consider. This document is expected to be completed by the project team and/or project manager, and sent to sponsor(s) of the project for approval and signoff. Upon sponsor’s approval of this project closure document, the project status will be updated to “Closed” in the ITS PMO dashboard. As a best practice, please consider sharing the updated document (or document link) via email to the required recipients for reviewing, providing the feedback, and revising the document as needed. In addition, consider including ***ITS program management office*** in communications for providing guidance. Unless there is a feedback from sponsor, automatic project closure status is granted after two (2) business days of receipt of the project closure document to ITS PMO office.  |
| **Revision History:**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Reason for change |
| *1.0* |  |  |  |

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| **Project Title:** *\_Enter the program title\_* |
| **Project Timelines:**

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| --- | --- | --- | --- |
| **Planned Start Date:** | Click or tap to enter a date. | **Planned End Date:** | Click or tap to enter a date. |
| **Actual Start Date:** | Click or tap to enter a date. | **Actual End Date:** | Click or tap to enter a date. |

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| **Project Handoff Details:**

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| Ownership | Name | Notes |
| System Owner |  | Responsible for overall functionality and availability |
| Process Owner |  | Responsible for defining and implementing required business processes |
| Application Owner |  | Responsible for configuration and operational tasks |
| Support Team |  | Responsible Individuals or teams for Tier 1 & Tier 2 support |
| Service Catalog | ITS Client Services | Responsible for publishing the service catalog entry, if needed |
| Service Monitoring | ITS Infrastructure Services | Responsible for providing service monitoring services, If needed |

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| **Project Summary & Deliverables:** *\_Provide executive overview of the project purpose, audience, feature-set, etc.\_**\_What are the actual outcomes, including the documentation, from this project. .\_* |
| **Known Issues with/without Resolutions:** *\_What are remaining issues and upcoming fixes from this project. .\_* |
| **Project Implementation & Operational Costs:** *\_Describe the summary implementation costs and operational costs\_* |
| **Project Lessons Learned:** *\_Describe consideration for future projects: What went well? What went poorly? What can be improved? \_* |
| **Project Closure Authorization:** (Email responses are accepted as approvals, unless otherwise stated.)

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| Approval By | Signature | Date |
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