**Project Closeout Report**

Submitted to Project Oversight on mm/dd/yyyy

# General INformation

**Project Name:** Add text here.
**Agency Name:** Add text here.
**Project Sponsor:** Add text here.
**Project Manager:** Add text here.

# Project Description

Add text here.

Copy from the Startup Report.

# schedule and cost metrics

|  | **Project Start Date** | **Baseline End Date** | **Baseline Budget** | **Funding Source** | **Actual Finish Date** | **Schedule Variance** | **Actual Cost** | **Cost Variance** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
| **Original Baseline** |  |  | $ |  |  |  | $ |  |
| **Final Baseline** |  |  | $ |  |  |  | $ |  |

For the Original Baseline line, the Project Start Date, Baseline End Date, Baseline Budget, and Funding Source should all be the same as reporting in the Startup Report (unless the funding source has changed).

For the Final Baseline line, the Baseline End date and Baseline Budget columns should match the most current baseline used for the project (which may be different from the Original if there were approved changes). Funding Source may be the same as the Original Baseline and Startup Report but may have changed as well.

Funding Source: Note which of the following will fund the project

* Federal – funding provided by a federal grant or federal entity
* State – funding provided by the state legislature
* Special – funding provided by other means (often agency fees or private grant

**Notes:**

Add text here, if necessary.

If multiple funding sources were noted, explain the breakdown here.

# Major Scope Changes

Add text here.

If the baseline was changed due to scope changes, make sure to note which scope changes impacted the baseline.

# Objectives

Business objectives and measurements should be copied over from the Startup Report.

| **Business Objective** | **Measurement Description** | **Met/ Not Met** | **Measurement Outcome** |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |

# key lessons learned and success stories

A lessons learned effort is performed after the project is completed. This process uses surveys and meetings to determine what happened in the project and identifies actions for improvement going forward. Typical findings include, “What did we do well?” and “What didn’t go well and how can we fix it the next time?”

If you have a lot of lessons learned or success stories, there is no need to include all of them from the Post Implementation Report. Include only the key ones here.

| **Key Lessons Learned and Success Stories** |
| --- |
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|  |

When complete, delete all the blue instructions – here and in the document.

Instructions:

* This report should be completed as soon as the Post Implementation Report has been accepted by the Project Sponsor
* The director of the agency will receive official notice from Legislative Council when this report is scheduled to be delivered to the Legislative IT Committee (LITC). Project Oversight, however, will also send an email to the Project Sponsor and Project Manager when Oversight notifies the Legislative Council that the report is ready for review. Please note that during some quarters startup reports are distributed and no presentations are required. Other times some or all of the reports need to be presented.
* The agency determines who from that agency will deliver the presentation to the LITC
* At the time the presentation of this report is delivered to the LITC, the agency should come prepared with twenty-five, three-hole punched copies of the report for distribution at the meeting
* If you have any further questions about writing or delivering this report, please contact your assigned Project Oversight Analyst
* Include the month, day and year the report was submitted to your assigned Project Oversight Analyst
* When complete, delete all blue instructions