**Closure Document**

|  |  |
| --- | --- |
| Project Name: |  |
| UM Business Unit(s):  | [ ] MU [ ] UMSL [ ] UMKC [ ] S&T [ ] MUHC [ ] UMSYS |
| Governing Body:  |  |
| Executive Sponsor:  |  |
| Project Manager: |  |
| Date:  |  |
| Related Project#: | (Future Use. Remove if not needed) |

**Purpose**: The purpose of the Project Closure document is to formally close a project and authorize the handoff from project to operations. It would include final information about the project deliverables, scope, milestones and budget, as well as lessons learned.

1. **Project Description**

*(Insert the basic description of the project – often from the initial charter document.)*

## **Scope Statement**

*(Insert the scope of the project here as a reference to what was accomplished.)*

1. **Project Accomplishments**

## *(From the Charter, insert the intended goal and objectives. If the project was on track, you can talk about these items now as what the project was able to accomplish. If any of these items changed, you should address why and how.)*

* 1. *(Accomplishment 1)*
		1. *(Details)*
		2. *(Details)*

# **Project Milestones**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Target Date** | **Completed Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Financial Summary**

|  |  |  |
| --- | --- | --- |
| **Project Costs** | **Project Budget** | **Project Actuals** |
| Hardware  |  |  |
| Software |  |  |
| Installation Services |  |  |
| Other |  |  |
| **Project Totals** |  |  |
| Notes: |
| **On-going (Annual) Costs** | **Project Budget** | **Project Actuals** |
| Salaries |  |  |
| Benefits (FY14 & FY15 are 35.37%) |  |  |
| Maintenance (Software & Hardware) |  |  |
| Depreciation of Hardware |  |  |
| External Vendor Services |  |  |
| Other |  |  |
| **On-going Totals** |  |  |
| Notes: |

1. **Transfer to Operations**

*(Describe the handoff of ongoing tasks to operations, including identifying operational roles.)*

* 1. *(Task 1)*
		1. *(Detail)*
		2. *(Detail)*

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Transition Date** |
| Functional Owner |  |  |
| Service Owner |  |  |
| Service Manager |  |  |
|  |  |  |

# **Lessons Learned**

*(Transfer a bulleted list of lessons learned from your team or give a narrative synopsis of the lessons in this section.)*

* 1. *(Lesson 1)*
		1. *(Detail)*
		2. *(Detail)*

# **Project Manager Comments**

*(Record closing thoughts about the project here, but remember that this is retained as an official project document. Conclude this section by describing the way you celebrated the completion of the project with your team.)*

# **Project Completion Acceptance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Role** | **Name** | **Signature (Electronic is acceptable)** | **Date** |
| Executive Sponsor |  |  |  |
| Functional Owner |  |  |  |
| Service Owner |  |  |  |
| Project Manager |  |  |  |
| SPMO Director |  |  |  |