**Project Closeout**

This document provides the final disposition of the project for ITS leadership and senior stakeholders. Completion and agreement of this document by the project team indicate the project is closed.

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| **KEY PROJECT INFORMATION** |
| *This table should be completed by ITS PPMO POC or the Project Manager, as it provides general information about the project.* |
| **PROJECT NAME** |  |
| **SPONSOR NAME** |  | **ITS OWNER NAME** |  |
| **SPONSOR ORG** |  | **ITS PROJECT MANAGER** |  |
| **SPONSOR POC** |  | **SPONSOR PROJECT MANAGER** |  |
| **IMPACT GROUP** | <Faculty / Staff / Students> | **IMPACT SCOPE** | <All / High / Medium / Low / None> |
| **AUDIT TASK NUMBER(S)** | <List all audit task number(s) associated with this project or enter ‘N/A’> |
| **ITS SERVICE TICKET(S)** | <List all related ITS PPMO, ITS Communications, and ITS ASRB service tickets here or enter ‘N/A’> |
| **DOCUMENT AUTHOR** |  | **DOCUMENT DATE** | <MM/DD/YYYY> |

| **NOTE TO ALL USERS** |
| --- |
| Helper-text in white table cells bound by “< >” are designed to help the user with content. Once the user starts typing, the helper texts will automatically be written over and removed.Texts in table cells shaded gray are fixed and shouldn’t be edited.If you have any questions about this template or the IT Project Management Lifecycle, please contact the ITS Portfolio and Project Management Office at pmo@gmu.edu. |

| **ACCOMPLISHMENT SUMMARY** |
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| *Describe the project accomplishments and impact in a short 1 or 2-line statement, based on the original need or opportunity from PCW or Business Case. Should be suitable for inclusion in a social media type announcement.* |
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| **ACCOMPLISHMENT DETAILS** |
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| *List key project accomplishments and highlights. This is used to communicate project success internally and externally (e.g., briefings, newsletters, annual reports, etc.). Include any specific metrics or data points.* |
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| **SERVICE IMPACT OF THE SOLUTION IMPLEMENTED** |
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| *List the University organization(s) or group(s) benefiting because of this project and how they benefit.* |
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| **PROJECT CONTRIBUTORS** |
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| *List those who contributed to the success of this project. Be sure to distinguish between core project team members, subject matter experts (SME) consulted, vendor representatives or technicians, external consultants, etc. and note how they contributed. This is often used for both recognition AND capturing actual work. Add rows to the table as needed.* |

| **NAME** | **ROLE** | **CONTRIBUTION** |
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| **LESSONS LEARNED** |
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| *Describe or list any lessons learned throughout the work of the project, these typically include successes (what worked), difficulties or challenges (what didn’t work), and areas needing improvement. In what ways would similar project efforts need to be different in the future? What went extremely well or better than expected? Why?* |
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| **OUTSTANDING DELIVERABLES** |
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| *List which of the project deliverables from the Project Plan were not accomplished, why, the impact of it not completing the deliverable, and how this impact has been mitigated. Also, list any follow-on work identified as part of this project that may be covered in subsequent work efforts.* |

| **INCOMPLETE or ADDITIONAL DELIVERABLE** | **REASON**  | **IMPACT** | **MITIGATION** |
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| **PROJECT COSTS** |
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| *Document the initial projected budget of the project (level of effort) as detailed in the Charter as well as the actual costs to complete the project.* |

| **CATEGORY** | **ESTIMATE (from Charter)** | **ACTUAL** | **NOTES** |
| --- | --- | --- | --- |
| **Hardware** |  |  |  |
| **Software** |  |  |  |
| **Subscription / Licensing** |  |  |  |
| **Services /** **Non-Mason Labor** |  |  |  |
| **Mason Labor** |  |  |  |
| <Other Costs> |  |  |  |
| <Other Costs> |  |  |  |

| **APPROVAL – TO CLOSE PROJECT** |
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| **ROLE** | **NAME & ORGANIZATION** | **SIGNATURE** | **DATE** |
| --- | --- | --- | --- |
| **Sponsor Information Required:** |  |  | <MM/DD/YYYY> |
| **ITS Owner:** |  |  | <MM/DD/YYYY> |
| **Org/Partner/Stakeholder 1:** |  |  | <MM/DD/YYYY> |
| **Org/Partner/Stakeholder 2:** |  |  | <MM/DD/YYYY> |
| **Sponsor Project Manager:** |  |  | <MM/DD/YYYY> |
| **ITS Project Manager:** |  |  | <MM/DD/YYYY> |

| **NOTES** |
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| *Notes, Contingencies, Comments* |
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Once this document is completed and signatures have been acquired, submit this Project Closeout document to the PMO. Email approvals are accepted in place of a signature but must be appended to the end of this document.



*Next: Project Complete – Congratulations!*