|  |  |
| --- | --- |
| **Project Name:** |  |
| **Closeout Date:** |  |
| **Stakeholder Department:** |  |
| **Executive Sponsor(s):** |  |
| **Project Tier:** |  |

1. **Project Goal/Description from project charter:**

What was the purpose and/or the business need for this project? What business benefits were achieved?

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|  |

1. **Project Success Measures:**

What were the success measures and metrics used to determine the project’s success?

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Goal** | **Metric Used** | **Met (Y/N)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Project Lessons Learned and Future Mitigation Strategies**

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1. **Project Scope Retrospective**

*Now that the project has been completed, look at the scope as defined in the original project charter and evaluate it.*

Upon reflection, the original project scope was:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Too narrow** |  | **Too broad** |  | **Too large** |  | **On Target** |  |

*Comments:*

1. **Project Timeline Evaluation**

Was the project delivered on time?

|  |  |  |  |
| --- | --- | --- | --- |
| Original completion date | Actual completion date | Difference | Comments |
|  |  |  |  |

1. **Documentation**

List any project documentation (user guides, developer documents, etc.) that was created for the project and where it can be found.

**Closeout Approval:**

*Type the name of each Project Team Member and their title and route for electronic signatures.*