

# PROJECT CLOSEOUT MEETING TEMPLATE

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**PROJECT TITLE**

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**MODERATOR**

**DATE PREPARED**

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## PROJECT OVERVIEW

What were the original goals and objectives of the project?

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What was the original criteria for project success?

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Was the project completed according to the original expectation?

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Additional Comments

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## PROJECT HIGHLIGHTS

What were the major accomplishments?

What methods worked well?

What was found to be particularly useful to accomplish the project?

Additional Comments

## PROJECT CHALLENGES

What elements of the project went wrong?

What specific processes need improvement?

How can these processes be improved in the future?

What were the key problems areas (i.e. budgeting, scheduling, etc.)?

List any technical challenges.

Additional Comments

## POST PROJECT TASKS / FUTURE CONSIDERATIONS

List any continuing development and maintenance objectives.

What actions still need to be completed, and who is responsible for completing them?

List any additional outstanding project items.

Additional Comments

## PLANNING PHASE

LESSON LEARNED	ACHIEVED?	COMMENTS
Project Plans and Scheduling were well-documented, complete with adequate structure and detail		
Project Schedule contained all elements of the project		
Tasks were clearly defined		
Stakeholders had adequate input in the planning process		
Requirements were gathered and clearly documented		
Criteria was clear for all phases of the project		
Additional Comments		

## EXECUTION

LESSON LEARNED	ACHIEVED?	COMMENTS
Project reached its original goals		
Unexpected changes that occurred were of manageable frequency and immensity		
Project baselines (i.e. Time, Scope, Cost) were thoughtfully managed		
Fundamental project management processes (i.e. risk and issue management) were efficient		
Project progress was tracked and reported in an accurate, organized manner		
Additional Comments		

## HUMAN FACTORS

LESSON LEARNED	ACHIEVED?	COMMENTS
Project Manager reported to the appropriate parties		
Project Management was effective		
Project Team was organized and adequately staffed		
Project Manager and team received proper training		
There was efficient communication among project team members		
Functional areas collaborated effectively		
Conflicting goals did not cause problems interdepartmentally		
Additional Comments		

OVERALL

LESSON LEARNED	ACHIEVED?	COMMENTS
Original cost and schedule projections were accurate		
Deliverables were presented on time within amended schedule		
Project was concluded within the amended budget		
Change Control was constructive		
External dependencies were known and handled effectively		
The needs of the customer were met		
Objectives of the project were met		
Objectives of the business were met		
Additional Comments		



PROJECT CLOSE ACCEPTANCE

**PROJECT MANAGER NAME**

**DATE**

**PROJECT MANAGER SIGNATURE**

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**SPONSOR NAME**

**DATE**

**SPONSOR SIGNATURE**

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