Lessons Learned & Project Closure

**REPORT PURPOSE/ INTENT:**This report is one of the final documents for the project and is used by the project manager and management to assess the success of the project, identify best project practices, problem areas, provide suggestions for improvement on future projects, and note any future considerations for the specific initiative that is coming to a close.

**PROJECT/PROBLEM DESCRIPTION:**

**PROJECT GOALS & OBJECTIVES:**Our goal is to

**Objectives/ Measures of Success**:

**PROJECT TEAM:**

**PROJECT PERFORMANCE:**When measuring overall Project Performance, we take the following areas into consideration:

* Performance against project goals/ objectives
* Performance against planned schedule
* Adherence to scope
* Project planning
* Resource management
* Project management
* Communication
* Testing
* Training
* Teamwork/ cooperation

**Key Accomplishments: What worked well?**

**Key Problem Areas: What could we have done better?**

**Project Performance Scoring:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Area** | **Score** | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Performance against project goals/ objectives |  |  |  |  |  |
| Performance against planned schedule |  |  |  |  |  |
| Adherence to scope |  |  |  |  |  |
| Project planning |  |  |  |  |  |
| Resource management |  |  |  |  |  |
| Project management |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Testing |  |  |  |  |  |
| Training |  |  |  |  |  |
| Teamwork/ cooperation |  |  |  |  |  |

**LESSONS LEARNED:**

**POST PROJECT CONSIDERATIONS:**

**Operations (Functional Team):**

**ITS:**

**PROJECT CLOSURE APPROVAL:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Role*** | ***Name*** | ***Approval Date*** | ***Signature/ Approval Method*** |
| Sponsor |  |  |  |
| Director PCMO |  |  |  |
| Project Manager |  |  |  |
| Steering Committee/ Key Stakeholder (optional) |  |  |  |