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| Company Name |
| Closure Report |
| [Type name of programme/project] |

Place your company logo here

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| Insert name of document authorSelect date |

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**Document History**

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**Revision History**

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**Approvals and Sign-Off**

*This document requires approvals to be signed-off and released for live use*

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# Programme/Project ID

*Insert the unique identifier for this programme/project.*

# Related Programmes/Project IDs

*Describe any related programmes or projects that are affected by or influenced by this report.*

# Programme/Project Review

* 1. **Achievement of Objectives**

*Include a summary of the programme/project’s achievements of it’s objectives.*

* 1. **Performance: Outturn v Plan**

*Include a summary of the planned milestones set against actual (outturn) achievements.*

* 1. **Programme/Project Achievements**

*Summarise the programme/project’s overall achievements.*

# Risk Management

* 1. **Overall RAG Status**

*Insert the overall RAG (Red, Amber, Green) status of risks in the Risk Register at the closure of the programme/project.*

* 1. **Comments**

*Include comments relating to the overall status, noting any open risks and implications.*

* 1. **Outstanding Actions**

*List the outstanding actions required using this table. Cross-reference to the full Risk Register.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk ID | Risk Description | Outstanding Action Required | Risk Owner | Risk Actionee |
| *#* | *Brief description of the risk* | *Describe the further responsive actions required* | *Who is the risk owner?* | *Who is responsible for further action?* |

# Issues

* 1. **Overall RAG Status**

*Insert the overall RAG status of issues in the Issues Log at the closure of the programme/project.*

* 1. **Comments**

*Include comments relating to the overall status, noting any open issues and implications.*

* 1. **Outstanding Actions**

*List the outstanding actions required using this table. Cross-reference to the full Issues Log.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Issue ID | Issue Description | Outstanding Action Required | Issue Owner | Issue Actionee |
| *#* | *Brief description of the Issue* | *Describe the further responsive actions required* | *Who is the Issue owner?* | *Who is responsible for further action?* |

# Budget

* 1. **Overall RAG Status**

*Insert the overall RAG status of the budget at the closure of the programme/project.*

* 1. **Comments**

*Include comments relating to the overall status.*

* 1. **Performance: Spend v Outturn**

*Outline the budget performance in terms of spend v outturn.*

* 1. **Outstanding Actions**

*List the outstanding actions required using this table. Cross-reference to the full Business Case.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget ID | Description | Outstanding Action Required | Owner | Actionee |
| *#* | *Brief description of the Budget issue* | *Describe the further responsive actions required* | *Who is the owner?* | *Who is responsible for further action?* |

# Benefits Realisation Plan

*Describe the impact of the programme/project closure on the Benefits Realization Plan. Include consideration that some benefits may take longer to materialise, or may manifest at any time irrespective of the end of the programme/project. Unexpected benefits should be reported to ensure the programme/project’s full value is captured. Note the main benefits that will continue to be tracked and reported on following closure suing the table below. Cross-reference to the Benefits Management Strategy, Benefits Realization Plan and individual* *Benefits Cards.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Benefit ID | Benefit Description | Further Action Required | Benefit Owner | Benefit Realization Actionee |
| *#* | *Brief description of the Benefit* | *Describe the further benefit tracking and reporting actions required* | *Who is the owner?* | *Who is responsible for further action?* |

# Quality Summary

*Include a summary of the outcomes of programme/project Quality Management Strategy review and assurance activities and note any specific issues or concerns arising and how they were addressed/resolved.*

# Post Programme/Project Review (PPR) Plan

|  |  |  |
| --- | --- | --- |
| PPR Date | Reviewer | Sign-off |
| *Insert scheduled date of PPR* | *Who will conduct the PRR?* | *Who will approve the PRR?* |