**Project Closure Report**

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| **Project Name** | Name of your project |
| **Service / Operational Lead** | Name of service / operational project lead |
| **Report completed by** | Name of person/s completing report |
| **Report completed date** | Date report was completed |
| **Brief description of the project and why it was initiated** | Brief description of why you implemented the project and what you aimed to achieve? |
| **Details of the project objectives and whether these were achieved**  (these can be found on your project charter) | Please state whether your original objectives were achieved and if so, what were the outcomes were? Have your changes been embedded within BAU?  For any objectives that were not achieved please state the reason why. |
| **What aspects of the project went well?**  How will you share and celebrate your success? | State the project successes and highlights.  Which activities and processes worked well? |
| **What aspects of the project didn’t go so well?** | State any problems, issues or challenges that you encountered and what might have caused these? |
| **What lessons have been learned?**  How will you share any useful learning with others? | State any learning or insights you have gained through the project. Which activities and processes could have been improved / or could be replicated in the future. |
| **Review date (if required)** | Consider whether it would be helpful to schedule a review to check that changes have been embedded |
| **Project closure**  **approved by:** | Name of Head of Service/Service Director approving closure |
| **Project closure**  **approval date:** | Date project approved as closed |