# Project Closure Report

*This document provides a comprehensive summary of the completed project, capturing final outcomes, project performance, as well as lessons learned for future improvement. It serves as a formal closure and handoff to stakeholders.*

## Project Overview

**Project Name:** {projectName}

**Project Manager:** {projectManager}

**Start Date:** {startDate}

**End Date:** {endDate}

**Client/Stakeholder:** {client}

## Objectives and Deliverables

**Original Objectives:**

{projectObjectives}

**Final Deliverables:**

{finalDeliverables}

## Project Performance

**Budget:** {budget}

**Actual Cost:** {actualCost}

**Time Schedule:** {schedule}

**Scope Delivered:** {scope}

**Quality of Work:** {quality}

### Key Milestones

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Planned Date** | **Actual Date** | **Status** |
| {#milestones}{milestoneName} | {plannedDate} | {actualDate} | {status}{/milestones} |

## Team and Roles

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contribution** |
| {#teamMembers}{name} | {role} | {contribution}{/teamMembers} |

## Lessons Learned

{#lessons}

* **{title}:** {description}

{/lessons}

## Successes and Challenges

**What went well:**

{successes}

**Challenges encountered:**

{challenges}

## Stakeholder Feedback

{stakeholderFeedback}

## Recommendations for Future Projects

{futureRecommendations}

## Attachments and References

{attachments}

## Sign-Off

**Prepared by:** {preparedBy}

**Date:** {signoffDate}

{#approvals}

* **{name}** – *{role}* (Signed on: {date})

{/approvals}