

## PROJECT CLOSEOUT REPORT

Submitted to Large Project Oversight on mm/dd/yyyy

### GENERAL INFORMATION

**Program/Project Name:** Add text here.

**Agency Name:** Add text here.

**Project Sponsor:** Add text here.

**Project Manager:** Add text here.

### PROJECT BASELINES

Original/ Final	Baseline Start Date	Baseline End Date	Baseline Budget	Actual Finish Date	Schedule Variance	Actual Cost	Cost Variance
Originally Baselined Information							
Final Baseline Information							

**Notes:**

### MAJOR SCOPE CHANGES

Add text here.

### PROJECT OBJECTIVES

Business Objective	Measurement Description	Met/ Not Met	Measurement Outcome

### POST-IMPLEMENTATION REPORT

Post-Implementation Reports are performed after a project is completed. A "PIR" is a process that utilizes surveys and meetings to determine what happened in the project and identifies actions for improvement going forward. Typical PIR findings include, "What did we do well?" "What did we learn?" "What should we do differently next time?" Notable findings are presented in this closeout report.

**Lesson learned, success story, ideas for future projects, etc.**


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## *Instructions:*

- *This report should be completed as soon as the Post Implementation Report has been accepted by the Project Sponsor*
- *The chief executive of your agency will receive official notice from the Legislative Council when this report is scheduled to be delivered to the Legislative IT Committee (LITC), however, LPO will also send an email to the Project Sponsor and Project Manager when LPO notifies the Legislative Council*
- *The agency determines who will deliver the presentation to the LITC*
- *At the time the presentation of this report is delivered to the LITC, the agency should come prepared with twenty-five, three-hole punched copies of the report for distribution at the meeting*
- *If you have any further questions about writing or delivering this report, please contact your assigned Large Project Oversight Analyst*
- *When complete, delete all blue instructions*