

Project Closeout Report

Presented to the IT Committee <Month dd, yyyy>

Project Name: Project Name

Agency: Agency Name

Business Unit/Program Area: Business Unit

Project Sponsor: Sponsor Name

Project Manager: PM Name

Objectives

Project Objectives	Measurements	
	Met/ Not Met	Description

Objectives and their measurements copied from the Post Implementation Report.

Schedule Objectives

Met/ Not Met	Original Baseline Schedule (in Months)	Final Baseline Schedule (in Months)	Actual Schedule (in Months)	Variance to Original Baseline	Variance to Final Baseline

Schedule Objectives copied from the Post Implementation Report.

Budget Objectives

Met/ Not Met	Original Baseline Budget	Final Baseline Budget	Actual Costs	Variance to Original Baseline	Variance to Final Baseline

Budget Objectives copied from the Post Implementation Report.

Major Scope Changes

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Major scope changes copied from the Post Implementation Report. Each scope change description should include how the change impacted the schedule and budget.

Lessons Learned

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Lessons learned copied from the Post Implementation Report.

Success Stories

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Success stories copied from the Post Implementation Report.

Additional 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
- Include the month, day and year of the Legislative IT Committee meeting in the header
- When complete, delete all blue instructions