**A picture containing text

Description automatically generated**

Project Title

Project closure report

[date prepared]

[prepared by]

Project details

*Include:*

* *Project overview*
* *Lead Health Service and any Partner Health Service/s*
* *Project Executive Sponsor*
* *Commencement date*
* *Completion date*

Project closure summary

*Summarise:*

* *Outline the reasoning for project closure or early closure*
* *Progress to date and any variances, including changes to methodology (provide detail in issues log below)*

Project lessons

*Summarise:*

* *What went well, what did not go to plan*
* *Any recommendations for ongoing management of project outputs*
* *Explanation of what has led to the project closure*

Recommendations to take forward

*Brief recommendation on the potential future state of this project, including if the project should be re-scoped; parked; not to progress etc.*

Expenditure acquittal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expense item | Budget $ | Actual $ | Variance $ | Comment |
|  |  |  |  |  |
|  |  |  |  |  |
| Total amount |  |  |  |  |

Endorsement

Project sponsor:

I declare that this report is a true and proper representation of the activities undertaken in this project, and request that this project be closed:

Signature …………………………………………………………………………………………

Name …………………………………………………………………………………………

Position …………………………………………………………………………………………