

Project Closure

Project Number:

Date Closed:

Revision Number:

Revision Date:

Business Problem		Project Description - A brief description of the project
Project Leader		Date of Completion
Project Deliverables		
Description	Relevant Document	Owner
1		
2		
3		
4		
5		
6		
Benefits		
Financial Benefits - Savings, net gains, ROI, etc.		Performance - Initial vs.. final defect levels, DPMO and/or other key metrics
Other Benefits:		Shortfalls (if any)
1		
2		
3		
4		
5		
6		
Controls in Place - Standard work, audit checklists , SPC charts, visual controls, preventive maintenance, etc.		
1		
2		
3		
4		
5		
6		

The project outcome has been measured against its acceptance criteria and has been formally accepted by the process owner / customer.
The project may now be closed.

Signatures - The signatures of the people below document approval of the formal Project Closure		
	Signature	Date
Project Leader:		
Project Sponsor / Champion:		
Process Owner:		
Financial Advisor:		

Signing-off on this project closure by the process owner indicates that the project is complete and the outcome is acceptable