**PROJECT CLOSE-OUT**

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| --- | --- | --- | --- | --- | --- | --- |
| **Project Title:** |  |  | **Date Prepared:** |  | **Project Manager:** |  |

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| **[Project Description](#Project_Description" \o "Provide a summary level description of the project. This information can be copied from the Project Charter. In the case of an incremental development effort, treat each phase of a project as a completed \“mini-project\” within the overall project developmen)** |

**PROJECT CLOSE-OUT**

**Performance Summary**

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| --- | --- | --- | --- |
|  | Project Objectives | Completion Criteria | How Met |
| **[Scope](#Scope" \o "Describe the scope objectives needed to achieve the planned benefits of the project or phase. Document the specific and measureable criteria needed to complete the scope objectives. Provide evidence that the completion criteria was met.)** |  |  |  |
| **[Quality](#Quality" \o "Describe the quality objectives and criteria needed to achieve the planned benefits of the project or phase. Document the specific and measureable criteria needed to meet the product and project or phase quality objectives. Enter the verification and valid)** |  |  |  |
| **[Time](#Time" \o "Describe the schedule objective needed to achieve the timely completion of the project.  Document the specific dates that needed to be met to meet the schedule objectives. This may include milestone delivery dates.Identify the date of deliverable deliverie)** |  |  |  |
| **[Cost](#Cost" \o "Describe the cost objective needed to achieve the planned expenditures for the project or phase. Document the specific amount or range that indicates budgetary success. Enter the final project or phase costs.)** |  |  |  |