**Purpose of the Document**

The purpose of the Project Closure document is to formally close a project and authorize the handoff from project to operations. It should include final information about the project deliverables, scope and milestones.

***Template Instructions***

*Note that the information in italics is guidelines for creation of the document sections. To adopt this template for project use, delete all italicized instructions and modify as appropriate*

Table of Contents

[1 Project Justification/Business Case 3](#_Toc514765742)

[2 Project Requirements 3](#_Toc514765743)

[3 Project Accomplishments 3](#_Toc514765744)

[4 Project Transition to Operations 3](#_Toc514765745)

[5 Maintenance 3](#_Toc514765746)

# Project Justification/Business Case

*Add project justification/business case here.  You can typically find this in the Project Charter.*

# Project Requirements

*What were the objectives of this project?  What were the deliverables (as outlined in the project charter) and when were they completed?  Example table below.*

| **Milestone** | **Description** | **Date Completed** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# Project Accomplishments

| **Accomplishments** |
| --- |
|  |
|  |
|  |

# Project Transition to Operations

*Since the project’s objectives and deliverables as outlined above are now complete, this documents is a formal acknowledgment that the project is officially closed.  The project now transitions to normal, functional operations, and application ownership transitions to the program lead/functional manager, as discussed at the project initiation or in the charter. (NOTE: If possible, name the division and application owner(s).)  Project Resources will also now be freed up and released to other projects.*

# Maintenance

*List the functional or application owner’s responsibilities for maintenance.*

* *Serve as liaison with the vendor for reporting errors/issues, troubleshooting, enhancement and other requests.*
* *Communication with users, in general, including communication with users regarding any downtime for maintenance or upgrades.*
* *In the case of upgrades, communicating any changes users can expect with regard to new or revised functionality or interface as part of change management.*
* *Coordinating and conducting any required user acceptance testing as a result of product updates or enhancements.*
* *Facilitating any requested demos as well as training for campus users.*