***PROJECT CLOSURE***

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| --- | --- |
| **Date:** | **Project Name:** |
| **Project End Date:** | |
| **Achieved Benefits** | |
| **Completed Deliverables** | |
| **Satisfaction Survey** (1: Bad, 2: Regular, 3: Good, 4: Very Good, 5: Excellent)  To be filled by the client   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Objectives:\_\_\_ | Deadline:\_\_\_ | Cost: \_\_\_ | Quality: \_\_\_ | Team: \_\_\_ | GENERAL: \_\_\_ | | |
| **Lessons Learned** (completed by the project team)  **What was done well?**  **What was done bad or could have been done better?**  **Other comments:** | |
| *By these means, we are hereby expressing our conformity with the project deliverables and are terminating the project.*  **Sponsor** (name and signature):  **Client** (name and signature):  **Project Manager** (name and signature): | |