***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

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| Objectives:\_\_\_ | Deadline:\_\_\_ | Cost: \_\_\_ | Quality: \_\_\_ | Team: \_\_\_ | GENERAL: \_\_\_ |

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| **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): |