

# PROJECT CLOSURE DOCUMENT

## 1. PROJECT DETAILS

Item	Description
Project Name	
Project Start	
Project Close	

## 2. TEAM MEMBERS

Role	Name
Executive Sponsor	
Business Owner	
Technical Owner	
Technical Project Lead	

## 3. OBJECTIVE(S)

Objective	Met (Yes / No)

## 4. SUCCESS METRICS

Metric	Baseline	Target	Met (Yes / No)

## 5. SCOPE

Item	Included / Excluded

## 6. SIGNATURES

Role	Name	Signature	Date
Executive Sponsor			
Business Owner			
Technical Owner			
Technical Project Lead			