

Project Closeout Report

Project Closeout Report is one of the project management document you can create with our [project management lifecycle software](#).

The deviation between project result and project plan is inevitable. The Project Closeout Report is documented to identify the variances from the baseline plans, in terms of project performance, project cost and schedule. Besides stating the planned and actual figure, it is important to state the variances and, most important, an explanation of why such variances exist.

This article shows you how to develop a Project Closeout Report.

Activity 1: Evaluate Overall Project Performance

Document how the project performed against each performance goals established in the Project Performance Plan.

Performance Goals	Project Business Objective	Performance Goal	Results
	Enhance the search feature to support searching digital and electronic resources	Students and teachers can search digital and electronic resources (e.g. recordings, DVDs) in E-Octopus LMS	B Done and accepted by user
	Enhance the resource reservation feature to support reserving digital and electronic resources	Students and teachers can reserve digital and electronic resources (e.g. recordings, DVDs) through E-Octopus LMS	B Done and accepted by user
	Develop a SMS notification function that reminds patron for returning book	When it's approaching the required return date of book, the patron will receive a SMS for reminding him/her to return the book as soon as possible	B Done and accepted by user
	Develop the Android version of Octopus LMS	The Android version of E-Octopus LMS is available. All features supported by the web version, except the new Analytic feature, should be available in the Android version	B Done and accepted by user
	Ensure pages can be loaded completely loaded in 2 seconds	All pages should be fully loaded in 2 seconds, when being accessed under a normal Internet connection	B Done and accepted by user
	Develop an analytic feature that analyze students' book borrowing behavior against their academic performance	The University Education Committee will be able to use Octopus to obtain useful information that aids in the identification of teaching approach	B Done and accepted by user

Activity 2: Document Actual Project Cost

State the planned and actual cost for the project. The planned cost should be approved in the initial cost baseline and the project charter, while the actual cost is the actual project cost at completion. Document the variances and explain why such variances exist.

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... Document Actual Project Cost Project Cost

Open Reference

Project Cost

Project Cost	Budget Category	Planned (\$)	Actual (\$)	Variance (\$)	Explanation
	Internal Staff Labor	55708	58000	2292	Additional staff were hired
	Services	0	0	0	N/A
	Software Tools	1200	400	-800	Adequate amount of software licenses were found, reducing a part of the estimated license cost.
	Hardware	5000	3000	-2000	Discount offered by chosen vender
	Materials and Supplies	1200	1200	0	N/A
	Facilities	0	0	0	N/A
	Telecommunications	0	0	0	N/A

Activity 3: Document Actual Project Schedule

Compare the initial approved schedule baseline against the actual completion dates. Document all planned and actual start and finish dates, describe the schedule variances with explanation.

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... Document Actual Project Schedule Project Schedule

Open Reference

Project Schedule

Project Schedule	ID	Task	Planned Start Date	Actual Start Date	Planned Finish Date	Actual Finish Date	Variance	Explanation of Variance
	001	Conduct Planning Kickoff Meeting	Aug 1, 2017	2017-08-01	Aug 2, 2017	2017-08-02	N/A	N/A
	002	Develop Work Breakdown Structure	Aug 3, 2017	2017-08-03	Aug 9, 2017	2017-08-09	N/A	N/A
	003	Develop Project Schedule	Aug 10, 2017	2017-08-10	Aug 18, 2017	2017-08-18	N/A	N/A
	004	Develop Resource Plan	Aug 10, 2017	2017-08-10	Aug 11, 2017	2017-08-11	N/A	N/A
	005	Develop Staffing Plan	Aug 10, 2017	2017-08-10	Aug 11, 2017	2017-08-11	N/A	N/A
	006	Develop Budget Plan	Aug 24, 2017	2017-08-24	Sep 1, 2017	2017-09-01	N/A	N/A
	007	Develop Project Performance Plan	Aug 10, 2017	2017-08-10	Aug 11, 2017	2017-08-11	N/A	N/A
	008	Develop Risk Management Plan	Aug 10, 2017	2017-08-10	Aug 25, 2017	2017-08-25	N/A	N/A
	009	Develop Risk Register by Identifying Risks	Aug 26, 2017	2017-08-26	Sep 1, 2017	2017-09-01	N/A	N/A

Activity 4: Document Scope Changes

Document any changes to the project scope and their impact on performance, cost, or schedule baselines.

Activity 5: Describe Resources' Statuses

Describe the use of resources throughout the project.

Activity 6: Perform Operations and Maintenance Plan

Describe the plan for operation and maintenance of the project deliverables.

Activity 7: Identify Storage of Project Documentation

Identify all project documentation materials stored in the project library or other repositories (e.g. Project Management Repository).

Activity 8: Record Post-Implementation Review

Identify the date for completing the post implementation report and the person responsible for this action.

Activity 9: Identify Open Issues

List and describe the open issues for resolution within the context of project closeout.

Activity 10: Archive Project Documents & Artifacts

Ensure that all project documents and artifacts are properly stored for future use or references. Make sure all necessary approvals and signatures are present. Archive the required final versions of documents in auditable form in the agreed upon place and ensure that they cannot be edited, and store the other project artifacts according to the agreed upon procedures.

If you want to manage files in Project Management Repository, open it under the **ITSM** menu in the application toolbar first (or you can open it from the **Perform Action** area for now). To store files in Project Management Repository, drag the files you want to store into the appropriate drawer. For example, you may drag procurement documents (e.g. signed contracts, purchase orders, statements of work) into the corresponding drawers under the cabinet **Procurement Documents**.