*<Project Name>*

Project Completion Document

<mm/dd/yyyy>

***Notes to the Author***

This template has been provided by the Georgia Technology Authority Enterprise Portfolio Management Office. Questions should be directed to epmo@gta.ga.gov

This document is a template of a Project Completion document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.

* Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.
* Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project.
* Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.

When using this template for your project document, it is recommended that you follow these steps:

1. Replace all text enclosed in angle brackets (i.e., <Project Name>) with the correct field values. These angle brackets appear in both the body of the document and in headers and footers. To customize fields in Microsoft Word (which display a gray background when selected):
   1. Select File>Properties>Summary and fill in the Title field with the Document Name and the Subject field with the Project Name.
   2. Select File>Properties>Custom and fill in the Last Modified, Status, and Version fields with the appropriate information for this document.
   3. After you click OK to close the dialog box, update the fields throughout the document with these values by selecting Edit>Select All (or Ctrl-A) and pressing F9. Or you can update an individual field by clicking on it and pressing F9. This must be done separately for Headers and Footers.
2. Modify boilerplate text as appropriate to the specific project.
3. To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text.
4. To update the Table of Contents, go to “References” and choose the option- “Update entire table.”
5. Before submission of the first draft of this document, delete this “Notes to the Author” page and all instructions to the author, which appear throughout the document as blue italicized text enclosed in square brackets.]**VERSION HISTORY**

[Provide information on how the development and distribution of the Project Completion Document will be controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version Number** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Description of Change** |
| 1.0 | *<Author name>* | *<mm/dd/yy>* | *<name>* | *<mm/dd/yy>* | *<description of change>* |
|  |  |  |  |  |  |
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TABLE OF CONTENTS

[1. Introduction 2](#_Toc222798437)

[1.1 Purpose of The Project Completion Document 2](#_Toc222798438)

[1.2 General Information 2](#_Toc222798439)

[2. Project Description 2](#_Toc222798440)

[2.1 Project Demographics 2](#_Toc222798441)

[3. Project Closure 2](#_Toc222798442)

[3.1 Project Records 2](#_Toc222798443)

[3.2 Analysis of Project Success 2](#_Toc222798444)

[3.3 Lessons Learned 2](#_Toc222798445)

[3.4 Benefits Realized 2](#_Toc222798446)

[3.5 Deliverables Acceptance 2](#_Toc222798447)

[Appendix A: Project Completion Document Approval 2](#_Toc222798448)

[APPENDIX B: REFERENCES 2](#_Toc222798449)

[APPENDIX C: KEY TERMS 2](#_Toc222798450)

# Introduction

## Purpose of The Project Completion Document

A Project Completion Document identifies those activities and deliverables necessary to ensure that a project has achieved its intended purpose. It provides a synopsis of the project closing processes to the Executive level decision makers.

The Project Completion Document provides sufficient information to justify a decision whether or not the organization should accept the results of the project and transition them to an operational mode.

## General Information

|  |  |
| --- | --- |
| **Submission Date** | *<mm/dd/yyyy>* |
| **Project Manager** | *<Enter name of the project manager>* |
| **Business Owner** | *<Enter name of Business Owner>* |
| **Executive Sponsor** | *<Enter name of Executive Sponsor>* |

# Project Description

<Describe the background and context for the project.>

## Project Demographics

<This section should identify various items of project information as indicated in the table below.>

|  |  |  |
| --- | --- | --- |
| **Item** | **Planned** | **Delivered** |
| Objectives | * Objective 1 * Objective 2 | * Objective 1 * Objective 2 |
| Scope | * Scope 1 * Scope 2 | * Scope 1 * Scope 2 |
| Budget | $XXX | $XXX |
|  |  |  |

# Project Closure

<This section addresses the activities performed by the project team to collect project records, analyze project success or challenges, gather lessons learned, and archive project information for future use by the organization.>

## Project Records

<This section describes the process used to collect and archive all project artifacts.>

## Analysis of Project Success

<This section should identify those activities contributing to the success of the project and those activities that brought challenges to project success. The questions “What worked well?” and “What was a challenge?” should be answered.>

|  |  |
| --- | --- |
| **What Worked Well** | **What Challenged The Project** |
|  |  |
|  |  |
|  |  |
|  |  |

## Lessons Learned

<This section should describe the top lessons learned from this project.>

## Benefits Realized

<This section should describe the benefits realized from this project.>

|  |
| --- |
| **Benefit Realized** |
|  |
|  |
|  |
|  |

## Deliverables Acceptance

<This section should describe the major deliverables of the project and their formal acceptance by the customer or sponsor.>

Appendix A: Project Completion Document Approval

The undersigned acknowledge that they have reviewed the ***<Project Name>* Project Completion Document** and agree with the information presented within this document. Changes to this **Project Completion Document** will be coordinated with, and approved by, the undersigned, or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are Executive Sponsor, Business Owner, Project Manager (if identified), and any appropriate stakeholders. Add additional lines for signature as necessary.]

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | Project Sponsor |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | Business Owner |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | Project Manager |  |  |

APPENDIX B: REFERENCES

[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name** | **Description** | **Location** |
| *<Document Name and Version Number>* | *<Document description>* | *<URL or Network path where document is located>* |
|  |  |  |
|  |  |  |

APPENDIX C: KEY TERMS

The following table provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *[Insert Term]* | *<Provide definition of term and acronyms used in this document.>* |
|  |  |
|  |  |