Project Closeout Report

Template

Version 4.4 ● APRIL 1, 2021

Using this Template

To create a deliverable from this template:

1. Delete the template title page (previous page) and this page.
2. Replace [bracketed text] on the cover page (next page) with your project and the requesting office name.
3. Replace [bracketed text] in the tool header area at the top of page i (Contents page) with the same project and office name as on the cover page.
4. Do not remove or modify content in the footer area.
5. Each section contains abbreviated instructions, shown in *blue italics*, and a content area. The content area is marked with a placeholder symbol (Þ) or with a table.
6. Each section contains the following categorization:

* **Rule Chapter 60GG-1 Required** – The section/field must be completed in compliance with Rule Chapter 60GG-1, Florida Administrative Code (F.A.C.).
* **Rule Chapter 60GG-1 Recommended** – The section/field is not required; however, under Rule Chapter 60GG-1, Florida Administrative Code (F.A.C.), it adds value and therefore should be considered as part of the project documentation.
* **FDOT Required** – The section/field must be completed in support of Innotas, the Department’s Portfolio Management Tool used for reporting and tracking projects.
* **FDOT Recommended** – The section/field is not required; however, the information provided adds value and provides consistent project documentation throughout Department projects.

1. The various sections and fields found in the template and tool must not be removed or rearranged. Where relevant, use N/A to indicate that the section/field is not applicable to this project.

Note: The *italicized blue instructions* within the template may be removed.

1. Update the table of contents by right-clicking and selecting “Update Field,” then “Update page numbers only.”
2. If this template does not fit the needs of the project, specifically document in the Project Management Plan (PMP) that deviation from this template is necessary. Any altered, added or removed sections to the template must be approved by the signatories listed on the PMP template. Note: Any modifications to the approved template must still meet the minimum requirements of Rule Chapter 60GG-1, Florida Administrative Code (F.A.C.).
3. The signatories listed on the signature page of this document must be obtained to meet the minimum FDOT requirements for approval. As appropriate for the project, additional stakeholder signatures may be requested to establish ownership and accountability.

Template Revision History

| **Version** | **Date** | **Name** | **Description** |
| --- | --- | --- | --- |
| 3.0 | 04/28/2017 | Melissa Elrod | Original Creation |
| 4.0 | 01/01/2019 | Melissa Elrod | Formatting Revisions |
| 4.1 | 11/22/2019 | Dreunna Holland | Updated Rule 74-1 to 60GG-1 |
| 4.2 | 08/19/2020 | Schelley Cassidy | Updated from .doc to .docx |
| 4.3 | 03/04/2021 | Courtney LK | Updated FAC to FC & Functional Application Coordinator to Functional Coordinator |
| 4.4 | 4/1/2021 | Courtney Lewis-Kroodsma | Removed “(internal projects only)” from OIT Section Manager signature page |

Project Delivery Methodology (PDM)

PROJECT CLOSEOUT REPORT

[Functional Office(s) Name]

[PROJECT NAME]

|  |  |
| --- | --- |
| VERSION: [VERSION NUMBER] | REVISION DATE: [DATE] |

Approval of the Project Closeout Report indicates an understanding of the purpose and content described in this deliverable. By signing this deliverable, each individual agrees the content of this document is accurate and clearly describes the closure information for the project.

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| **Project Sponsor** | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date |

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| --- | --- | --- |
| **<Business> Functional Coordinator (FC)** | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date |

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| --- | --- | --- |
| **OIT Manager** | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date |

|  |  |  |
| --- | --- | --- |
| **Project Manager** | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date |

|  |  |  |
| --- | --- | --- |
| **Contract Manager (external projects only)** | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date |

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| --- | --- | --- |
| **OIT Section Manager** | | |
| [Name] | [Email] | [Telephone] |
| Signature | | Date |

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# Section 1 Purpose of Document

## The purpose of the Project Closeout Report is to provide a summary of the products delivered, comparison of baseline plans and actual performance, project metrics, lessons learned, and feedback from stakeholders. This document also includes a list of outstanding issues and defects, if any. This report serves as the official closure of the project and provides a permanent record for reference for future project teams.

# Section 2 Project Accomplishments

## 2.1 Budget

**Rule Chapter 60GG-1 Required for R&C Categories 1-4**

*Document the project’s accomplishments against the project budget.*

*FDOT Recommendation: Provide:*

* *Final actual cost of the overall project;*
* *Breakdown of final cost by category (deliverables, resources, contractors, hardware, software, other), including total dollar cost per category and percent of overall budget;*
* *Budget variances, including difference between baseline budgeted cost and actual cost (dollars and percent);*
* *Budget performance rating (red, yellow, or green);*
* *Explanation of key variances.*

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## 2.2 Scope

**Rule Chapter 60GG-1 Required for R&C Categories 1-4**

*Document the project’s accomplishments against the project scope.*

*FDOT Recommendation:*

* *List and comment on objectives met during the project.*
* *List and comment on objectives not met during the project.*

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## 2.3 Schedule

**Rule Chapter 60GG-1 Required for R&C Categories 1-4**

*Document the project’s accomplishments against the project schedule.*

*FDOT Recommendation:*

* *Total duration of the project, including start and end dates;*
* *Schedule variances, including difference between baseline and actual end dates (days and percent of total);*
* *Schedule performance rating (red, yellow, or green);*
* *Explanation of key variances.*

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## 2.4 Performance Baselines

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Document the project’s accomplishments against the project performance baselines.*

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# Section 3 Lessons Learned

## This section documents the discussion of the lessons learned during the life of the project.

## 3.1 Lessons Learned

**Rule Chapter 60GG-1 Required for R&C Categories 1-4**

*Discuss the lessons learned compiled by the project team and stakeholders.*

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# Section 4 Project Closeout Report

## 4.1 Project Closeout Report

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*The Project Closeout Report must be completed as defined in the project schedule.*

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# Section 5 Document Revision History

*Identify document changes.*

| **Version** | **Date** | **Name** | **Description** |
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# Section 6 Appendices

*Include any relevant appendices.*

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