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| **Project Name** |  |
| Closure Date | XX September 2020 | Report Date | XX September 2020 |
| GoM Sponsor |  | Project Manager | Mr Denzil West  |

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| Describe the **original agreed scope** of the project as within the Business Case/Proposal  |
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| Scope Delivery: Did we **achieve** this scope? Is there some work left to do?  |
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| Detail any **changes** in scope, including why the occurred, and their cost/schedule/resource impact.  |
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| How much **effort** (work days) did the project take compared to the Proposal? |
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| List the **key milestones**, their actual dates achieved and how this compared to the original forecast |
| Milestone | Proposal Forecast | Date Achieved | Comment |
| 1.2.3.4.5.6.7.8. |  |  |  |

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| How much did the project **cost** compared to the Proposal? |
| Approved Budget | Total Spend | Commentary |
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| Do you think we are going to achieve the **benefits** described in the Proposal? Some benefits may have been achieved already, and some may emerge and realise over the course of the operationalisation of the capability delivered.  |
| Benefit (including prospective benefits) | Status and commentary  |
| 1.2.3.Etc |  |

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| How were contractors engaged? Was the **procurement** approach successful? |
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| How did **contractors perform** – in terms of time, cost, quality, relationship with GoM, degree of professionalism? |
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| What **lessons** have we **identified**? What went well and what didn’t, and why? Identify 3 top successes and 3 issues and causes, and detail what might be done differently next time.  |
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| Who owns the **outputs & deliverables** from the project? Do they agree they now own them & can the project be closed? |
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| Are all relevant stakeholders satisfied? How will we be communicating about the project’s closure and the continued benefits being realised |
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| Has this project closure been approved or rejected? |
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| Approver | Decision | Date |
| Accounting Officer  |  |  |
| Head of PMO  |  |  |
| Financial Secretary  |  |  |

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| Has this project closure been noted at the Sponsoring Group (e.g. Programme Board/Steering Committee) |
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