**Project Completion Document**

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| --- |
| **Project Title:**  |
| **Project Manager:** |
| **Project Sponsor:** |
| **Action** | **Planned** | **Actual** | **Discrepancies** |
| Project Start Date |  |  |  |
| Project End Date |  |  |  |
| Implementation Costs\* |  |  |  |
| Financial Benefits\* |  |  |  |
| Cost Benefits Balance\* |  |  |  |
| \* attach evidence of financial sign offs |
| **Explanation of any discrepancies:** |
| **Soft Benefits:** |
| **Project SMART objectives:** | **Actual deliverables:** |
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| **Evidence of how the project met customer requirements:** |
| **Evidence of how the project met stakeholder requirements:** |
| **Lessons Learnt:** |
| **Positives**  | **Negatives** |
| **Outstanding Actions:** |
| **Action** | **Owner** | **Completion Date** | **Notes** |
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| **New Process Owner** |
| **Name:** |
| **Position:** |
| **Contact Information:** |
| **Handover Date:** |
| **Recommendation for future projects:** |
| **Project Completion Sign off:**Project Manager**Signed****Date:** | Project Sponsor**Signed****Date:** |
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Appendix 1 – Evidence of Financial Benefits

Appendix 2 – Terms of Reference

Appendix 3 – Explanation of Key Terms