**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:** | | | |
|  | | | | | | | | |

Appendix 1 – Evidence of Financial Benefits

Appendix 2 – Terms of Reference

Appendix 3 – Explanation of Key Terms