|  |
| --- |
| University of Glasgow logo |

Project Title project Closure Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Overview** | | **Funding** | | |
| Presented to: |  | Investment funding type: | **Choose an item.** | |
| Date: |  | Investment Plan (IP) funding source: | **Choose an item.** | |
| Sponsored by: |  | How much was funded externally? | | **£** |
| Submitted by: |  | What was the total amount approved in the IP? | | **£** |
| Delivered by: |  | How much has been approved against the IP? | | **£** |
| Financial review by: | Click to choose | How much was spent? | | **£** |
| Agresso code: | Or NA | What is the remaining uncommitted spend? | | **£** |

## Vision Statement

Copied from original business case.

## Original project deliverables

|  |  |  |
| --- | --- | --- |
| Original deliverable | Status | Notes |
| Final Gate 4/Final deliverable | **Choose an item.** |  |
| Add additional rows as required | **Choose an item.** |  |

## Additional project deliverables

|  |  |  |
| --- | --- | --- |
| Original deliverable | Status | Notes |
| New deliverables that weren’t in the original business case | **Choose an item.** | Delete this table if not applicable |
| Add additional rows as required | **Choose an item.** |  |

## Project Goals and Milestones

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Original goal/milestone | Original date | Actual date | Status | Notes |
|  |  |  | **Choose an item.** |  |
|  |  |  | **Choose an item.** |  |

## Closed benefits

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Our aim was to improve: | Measured as a/an | In original business case? | From (baseline) | On this date | To (target) | Status |
| Click to choose | Copied from original business case | Y/N |  |  |  | **Choose an item.** |
| Click to choose | Additional benefits not in business case | Y/N |  |  |  | **Choose an item.** |

## Remaining benefits

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| We will improve: | Measured as a/an | In original business case? | From (baseline) | On this date | To (target) | By this FY |
| Click to choose | Delete this table if not applicable | Y/N |  |  |  |  |
| Click to choose | Additional benefits not in business case | Y/N |  |  |  |  |

## Lessons Learned

|  |  |  |  |
| --- | --- | --- | --- |
| Lesson Title | Copy this table per lesson learned. Note that PPMA is the main repository and this only provides a summary. | | |
| Category | **Choose an item.** | | |
| Value | **Choose an item.** | | |
| Summary description |  | | |
| Action | | Owner | Date |
|  | |  |  |

## Outstanding actions

|  |  |  |
| --- | --- | --- |
| Action | Owner | Date |
|  |  |  |

## Change Request Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Request Title | Change type | We changed this | To this | On this date |
| Copy from PPMA system | **Choose an item.** | Copy from PPMA system | Copy from PPMA system | Copy from PPMA system |

## Additional information

|  |
| --- |
|  |

## Reviewed and pre-approved by

|  |  |  |
| --- | --- | --- |
| Name of business partner who has reviewed this project | | Meeting or email date |
| Project Sponsor (mandatory) insert name | |  |
| Head of Finance (mandatory) Click to choose | |  |
| Other(s) | For example, Committee or Board (optional delete if not applicable) |  |

Appendices

## Appendix 1: Key documents

|  |  |  |
| --- | --- | --- |
| Document | Owner | Location |
|  |  |  |

## Appendix 2: