



## Project Closure

Project Name	
Project Manager	
Date of Issue	/ / 20

PMO Review	
Date	/ / 20
Notes	





All deliverables listed below have been completed and met the acceptance criteria in the project plan:

- 1-
- 2-
- 3-
- 4-
- 5-

**Attachment needed for closure**

- Copy of the contract
- Copy of all certificates of completion
- Copy of Handing over certificate
- Complete all project documents
- Other .....

Project Beneficiary

Name:

Signature:

Date: / / 20

Project Manager

Name:

Signature:

Date: / / 20