




Project Closure Report (PCR)

Frozen on Approval

<div>Orientation</div> 	Project Title		Reference	
	Manager		Sponsor	
	Completion Date			

<div>Outcomes</div> 	Objectives Met	
	Variance?	
	Outputs Delivered	
	Variance?	
	Benefits Expected	
	Variance?	

<div>Lessons Learned</div> 	Successes	
	Challenges	
	Key Lessons	

<div>Sign-off</div> 	Issue Date		Project Manager	
	PM Comments			
	Approval Date		Project Sponsor	
	PS Comments			