

Project Closure Approval Form

Project Title

Project Manager

Project Sponsor

Department

Project Start Date

Project End Date

Purpose of Project Closure

Summary of Project Results

Outstanding Issues / Remaining Work (if any)

Post-Implementation Review Status

Key Lessons Learned

Approval Signatures

Project Manager

Date: _____

Project Sponsor

Date: _____

Other Approver (if required)

Date: _____

Important Notes:

- This form formally documents the closure of a project and confirms all deliverables are complete.
- All outstanding issues and lessons learned should be clearly described for future reference.
- Approval by key stakeholders is mandatory for official project closure.
- The form should be archived with all related project documentation.