Project Information

|  |  |
| --- | --- |
| **Item** | **Enter Information Requested** |
| **Project Name:** |  |
| **Implementation Date:** |  |
| **Project Sponsor:** |  |
| **Executive Sponsor:** |  |
| **Reviewed By:** |  |

Project Closure

# Executive Summary

# Measureable Business Objectives Completed

# On-going Support

## Maintenance Cost – Initial Year

## Production Turnover

### See attached Production Turnover agreement

# Project Sign-off

OTS Project Partner

|  |  |
| --- | --- |
| Signature/Date | Name/Title |
|  |  |

CIO Acceptance

|  |  |
| --- | --- |
| Signature/Date | Name/Title |
|  |  |

Project Sponsor Acceptance

|  |  |
| --- | --- |
| Signature/Date | Name/Title |
|  |  |

Executive Sponsor Acceptance

|  |  |
| --- | --- |
| Signature/Date | Name/Title |
|  |  |