

Project Closure Memo

Project Title	Project Code
Project Sponsor	Project Manager

This Project has been completed:

<input type="checkbox"/> Test has been completed satisfactorily	Date
<input type="checkbox"/> Acceptance criteria have all been met	Date
<input type="checkbox"/> All project administration is completed	Date
<input type="checkbox"/> Project Review is completed	Date
<input type="checkbox"/> Operational use memo is completed and accepted	Date

Comments

--

Prepared by: *Enter name here*

Date

Signed:

I am satisfied that this project has been completed.

Authorised by: *Enter name here*

Date

Signed:
