|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



Project Closure Report

State of Michigan – DTMB EPMO

**For Users External to the State of Michigan**

As of November 17, 2022, the State of Michigan DTMB Project Closure report (PMM-0104) is generated automatically from the Enterprise Portfolio Management Office (EPMO) Portfolio and Project Management (PPM) tool: Clarity. The report pulls data directly from the Clarity project.

A sample Project Closure report template for reference purposes is presented below.

Requests for more information or responses to questions can be submitted to SUITE@Michigan.gov

**For Users Internal to the State of Michigan**

As of November 17, 2022, the State of Michigan DTMB Project Closure report (PMM-0104) is generated automatically from the Enterprise Portfolio Management Office (EPMO) Portfolio and Project Management (PPM) tool: Clarity.

The report pulls data directly from the Clarity project and reduces the level of effort to create a Closure report, as well as increases the use of a consistent Closure report across the EPMO.

Reference the [Automated Project Closure Report Instructions](https://stateofmichigan.sharepoint.com/%3Ap%3A/r/sites/DTMB-SPC-EPMO-SUITE-Portal/_layouts/15/Doc.aspx?sourcedoc=%7BC294A661-F364-4EE6-8D2B-5B4B1B9F50A4%7D&file=SUITE%20Clarity%20Automated%20Project%20Closure%20Report%20Instructions.pptx&wdLOR=c5D7A812A-CB3A-47AD-9213-7FBCDE1FD346&action=edit&mobileredirect=true) for step-by-step directions, guidance and tips before using the automated Project Closure report for the first time

* The goal is for everyone to use the automated Project Closure report effective November 17, 2022
* Project Closure reports created before 11/17/22 can remain as is and do not need to be redone
* Contact Clarity Support below for questions regarding Clarity access
* See below for manual version of the automated Project Closure report (PMM-0104)

Clarity Support

For all Clarity-related matters, please create and submit a New Support Request using the following link: [EPMO - Portfolio Support Requests](https://stateofmichigan.sharepoint.com/sites/epmo/portfolio/SitePages/Support-Requests.aspx)

Contact Us

If you have any questions, please reach out to SUITE@Michigan.gov.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **Project Closure Report** |  |  |
|  |  | DTMB Logo |  |  |
|  |  |  **State of Michigan - DTMB EPMO** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Project Name |   | Project ID |   |  |
|  | Sponsoring Agency/Client |   |  |
|  | Agency Sponsor |   | DTMB Sponsor |   |  |
|  | Project Category |   | Primary Impacted Application |   |  |
|  | Project Manager |   | Date Created |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |

|  |  |
| --- | --- |
| Privacy Information:  | This document may contain information of a sensitive nature. This information should not be shared with persons other than those who are involved with this system/project or who will become involved during its lifecycle. |

 |  |
|  |

|  |  |
| --- | --- |
| Purpose of Document:  | Per State of Michigan's Project Management Methodology policy, the Project Closure Report provides a comparison of baseline plans and actual performance, project metrics, lessons learned, and feedback from stakeholders. This document also includes a list of outstanding issues. This report serves as the official closure of the project. |

 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Project Description |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Scope Achieved? | Yes |  |  No |  |  |  |  |  |  |  |  |  |  |
|  | If no, add brief note on scope not achieved |  |
|  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Schedule Performance** |  |
|  |  |  |  |  |  |  | Original Baseline (PMP) | Latest Baseline | Actual | Variance: Latest Baseline vs Actual |  |
|  | Start Date |   |   |   |   |  |
|  | Finish Date |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | Project Duration (months) |   |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Project Closure Report** |  |  |
|  |  | DTMB logo |  |  |
|  |  |  **State of Michigan - DTMB EPMO** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Budget Performance** |  |
|  | Input Type Code | Original Budget Cost (PMP) | Latest Approved Budget Cost | Actual Cost | Variance $: Latest Budget vs Actual |  |
|  |   |   |   |   |   |  |
|  |   |   |   |   |   |  |
|  |   |   |   |   |   |  |
|  | **Total** |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Budget Comments |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Outstanding Issues Transferred to Support/Other at Project Close** |  |
|  | Following is a list of the agreed upon project issues that have been transferred to an operations support team, Business team, etc. for completion after the project closes. Includes outstanding defects which may be listed individually or grouped into an issue(s). |  |
|  | Project Tracking # | Issue Description | New Owner | New Ticket # |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Project Closure Report** |  |  |
|  |  | DTMB Logo |  |  |
|  |  |  **State of Michigan - DTMB EPMO** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Lessons Learned** |  |
|  | Type of Lesson | Name | Stage | Detailed Description |  |
|  |   |   |   |   |  |
|  |   |   |   |   |  |
|  |   |   |   |   |  |
|  |   |   |   |   |  |
|  |   |   |   |   |  |
|  |   |   |   |   |  |
|  |   |   |   |   |  |
|  |   |   |   |   |  |
|  |   |   |   |   |  |
|  |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Project Closure Report** |  |  |
|  |  | DTMB Logo |  |  |
|  |  |  **State of Michigan - DTMB EPMO** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Customer Feedback Survey** |  |
|  | Survey Question | Average |  |
|  | 1. The Business team participated in determining project commitments |   |  |
|  | 2. I understand the project/objectives. |   |  |
|  | 3. I was satisfied with the project’s overall performance, such as timelines met, risk mitigation, project team engagement, follow-up, etc |   |  |
|  | 4. There was an effective relationship between Business/Agency, Technology/Agency Services and Project Management. |   |  |
|  | 5. Communications regarding the project status, schedule and issues were timely and accurate. |   |  |
|  | 6. Based on the professionalism, technical expertise, and competency of the staff involved in this project, I am confident and trusting in their ability to deliver of future projects. |   |  |
|  | 7. There was open and accurate communication between the project manager and the stakeholders/project teams. |   |  |
|  | 8. I am satisfied with the overall quality of the product or service delivered. |   |  |
|  | **Total for Customer Satisfaction** |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **# Asked to Participate** | **# Completed** |  |  |  |  |  |  |
|  |   |   |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Approvals |  |
|  | **SEM-0187: Structured Walkthrough Review Approval / Acceptance** |  |
|  | A Structured Walkthrough of the Project Closure Report was completed. |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Project Closure Report** |  |  |
|  |  | DTMB Logo |  |  |
|  |  |  **State of Michigan - DTMB EPMO** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **PMM-0104: Project Closure Report Approval/Acceptance** |  |
|  | The signee has reviewed the Project Closure Report and agrees the project manager has provided a summary of the products delivered, comparison of baseline plans and actual performance, lessons learned, feedback from stakeholders and project metrics. The project may be closed. |  |
|  | **SEM-0189: Close Stage Exit** |  |
|  | The signee agrees the Project is Approved to exit the Close Stage. |  |
|  | Role | Name | Signature/Approval Record | Date |  |
|  | Agency Project Sponsor |   |  |  |  |
|  | DTMB Project Sponsor |   |  |  |  |
|  | Business Owner |   |  |  |  |
|  | Business Liaison |  |  |  |  |
|  | DTMB Manager |   |  |  |  |
|  | PMO Manager |   |  |  |  |
|  | Chief Data Steward (required for Data Intensive Projects) |  |  |  |  |
|  | Project Manager |   |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Project Closure Report** |  |  |
|  |  | DTMB Logo |  |  |
|  |  |  **State of Michigan - DTMB EPMO** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **APPENDIX A - Investment Management (for required projects)** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Check box if Benefit Plan not required for project |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Planned Benefits (if required)** |  |
|  | Benefit | Detailed Description | Class | Subclass | Planned Benefit |  |
|   |   |   |   |   |   |  |
|  |   |   |   |   |   |  |
|  |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Project Closure Report** |  |  |
|  |  | DTMB Logo |  |  |
|  |  |  **State of Michigan - DTMB EPMO** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Benefit | Detailed Description | Class | Subclass | Planned Benefit |  |
|  |  |  |  |  |  |  |
|  |   |   |   |   |   |  |
|  |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  | Total Planned Benefit | **$0** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Project Closure Report** |  |  |  |
|  |  | DTMB Logo |  |  |  |
|  |  |  **State of Michigan - DTMB EPMO** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Planned Clarity ROI % at PMP |  |  |  | Planned Clarity ROI % at Project Close |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **APPENDIX B – Ongoing Maintenance & Support Costs (if required or requested for project)** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Check box if Ongoing Maintenance & Support Costs not required or requested for project |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Ongoing Maintenance and Support Costs (if required or requested)** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | FY## | FY## | FY## | FY## | FY## | Total |  |  |
|  | **Total Estimated M&O Costs over 5 FYs** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **APPENDIX C –Additional Project Metrics** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Change Management** |  |
|  | Example project metrics pictureSAMPLE DATA in Charts |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Project Closure Report** |  |  |
|  |  | DTMB Logo |  |  |
|  |  |  **State of Michigan - DTMB EPMO** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Risk Management** |  |  |  |  |  |  |
|  | Number of risks by category |  | Pie chart of risks by response types |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Issue Management** |  |  |  |  |  |  |
|  | Exmple of number of issues by category |  | Pie chart of number of issue by priority |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Project Status History** |  |
|  | Chart of project status history |  |