Project Closure Deliverables Report

Project Title:
Department:
Executive Sponsor:
Main Project Sponsor:
Project Stakeholder(s):
Project Manager:
Date:

<table>
<thead>
<tr>
<th>Document Owner(s)</th>
<th>Project/Organization Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Student Affairs IT Project Management Office</td>
<td>Management of the project</td>
</tr>
</tbody>
</table>

Project Justification
Pull from project charter

Project Product
List project product

Project Objective(s)

- Pull from Scope Statement

Impacted Groups
☑ Students (Will primarily be used by students)
☑ Staff (Will primarily be used by Division staff)

Project Deadline Date
Pull from the Project Scope Statement and add course correction if necessary

Completed Project Deliverables
Deliverables listed in this section are complete. Items that were moved out of this version due to time constraints, or technical risk as well as scope items added during the project are listed in the Future Version Deliverables section.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Tasks</th>
<th>Notes</th>
</tr>
</thead>
</table>
Future Version Requirements Needing Prioritization
The following sets of requirements/requests will need to be prioritized prior to creating a schedule for all versions following V1.0.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Tasks</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Deliverable</td>
<td>✓</td>
<td>Reason moved</td>
</tr>
</tbody>
</table>