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| **<Project Name> Project Closure Executive Summary (M193)** |

*Add the project name to the field above and in the document footer.*

1. **Project Information**

*Fill in the basic project information below.*

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| --- | --- | --- | --- |
| **Project Manager:** |  | **Customer Unit:** |  |
| **Service Portfolio Owner:** |  | **Service Portfolio:** |  |
| **Project Start Date:** |  | **Project End Date:** |  |

# Project Description

*Enter the description from the Planview Project Description field. Keep it concise and edit as necessary to ensure this document does not go over two pages.*

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# Project Objectives

*Project objectives should be in bulleted form and describe what the project was supposed to accomplish when it was initially approved.*

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# Project Results

*The project results should be in bulleted form and tie back to the project objectives above. List the project outcomes in terms of anticipated or actual business value. If quantitative benefits can be calculated, provide specific values in terms of cost savings, improved efficiency, and/or revenue gained from the accomplishment.*

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# Effort and Budget

*Fill in the effort and financial information relevant to the project in the appropriate tables below. Delete table rows that are not relevant to the project.*

***Planview should be used as the source for effort and labor cost of UM staff.***  *A Business Objects report is available for getting labor effort and costs out of Planview. (Location: UM-Maintained >> ITS >> DataMart >> DataMart Project Summary.) For projects that receive one-time funding, the project budget report should be used as the source for all other cost information – the project budget administrator from ITS finance can provide this information. Sometimes it can take a couple months for all financial transactions to clear so it is important to coordinate the completion of this closure document with the project budget administrator.*

* *Use only whole numbers. Do not use decimal points.*
* *Use dollar signs ($) for financial figures.*
* *Use commas to indicate thousands for all figures.*
* *Show all funding as positive values.*
* *Show all expenses as negative numbers via parenthesis.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Effort** | **Planned Effort** | **Actual Effort** | **Net (Planned - Actual)** |
| Total UM Staff Effort | ##,### | ##,### | ##,### |
| Total Contractor/Consultant Effort  | ##,### | ##,### | ##,### |
| **Total Effort** | **##,###** | **##,###** | **##,###** |

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| **Project Financials** |
| **One-time Funding Summary (Project/Grant Number: Pxxxxxx)** |
| One-time Funding for Project $#,###,### |
| Actual Expenses ($#,###,###) |
| **Ending Fund Balance $###,###** |
|  |
| **Absorbed Project Costs** |
| Labor Cost – UM Staff\* ($#,###,###) |
| Labor Cost – Contractor/Consultant ($#,###,###) |
| Non-Labor ($#,###,###) |
| Other ($#,###,###) |
| **Total Absorbed Project Cost ($##,###,###)** |
|  |
| **Incremental Project Costs** |
| Labor – UM Staff\* ($#,###,###) |
| Labor – Contractor/Consultant ($#,###,###) |
| Non-Labor ($#,###,###) |
| Other ($#,###,###) |
| **Total Incremental Project Cost ($##,###,###)** |
|  |
| **Total Project Cost (Absorbed + Incremental) ($##,###,###)** |

*\*Planview effort cost is fully loaded (salary + benefits + FICA + etc.) for time recorded from 9/1/2012 and later. Only salary cost is included for effort recorded before 9/1/20XX. In addition, resources that were inactive before 9/1/20XX and did not have a rate loaded into Planview will be assigned a default value of $50/hour.*