# **Project Closure Form**

The Project Sponsor completes this summary at the time of project closure. See the RPM Project Initiation Summary for additional project details.For purposes of this form, the “project” is defined as what the Research Project Manager (RPM) was assigned to work on. This may or may not be the same as the associated project the Faculty Lead is working on.

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| **1. Date** |  |
| **2. Project Sponsor**  |  |
| **3. Project Start and End Dates** |  |
| **4. RPM Level of Effort (% FTE)** |  |
| **5. Is the RPM’s time cost-recoverable?** |  |
| **6. Project Title** |  |
| **7. Faculty Lead, if applicable** |  |
| **8. Research Project Manager (RPM)** |  |
| **9. What was the project scope for the RPM?** |
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| **10. What are the primary project accomplishments?** |
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| **11. Were the project outcomes consistent with the original project vision?** |
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| **12. Is the RPM’s portion of the project considered complete? If not, please explain.**  |
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| **13. What are the project’s significant outstanding needs, risks, and/or next steps?** |
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| **14. Is this project being handed off to someone else? Who is now the primary contact for this project?** |
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| **15. Are there any significant lessons learned resulting from this project?** |
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| **16. Where do the project files you have been accessing live?**  |
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