CLOSE PHASE · TEMPLATE

Project closure report

Formally closes the migration project: final scope delivered, schedule and budget performance (as variances, no amounts), deliverable acceptance, open items transferred and sign-off.

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Latest version

PROJECT	OWNER	STATUS	LAST UPDATED
[Project name]	[Name, role]	Draft	[YYYY-MM-DD]

How to use this template

1. Write it after hypercare, service transition and the post-implementation review are complete.
2. Report budget as status and variance percentage only; detailed figures stay in the finance system.
3. List every deliverable from the plan with its acceptance evidence, including anything descoped.
4. Make sure every open item, risk and benefit has a named owner outside the project before signing.
5. The sponsor signature formally closes the project; archive the report with the project records.

1. Project summary

Key facts for someone reading this in two years.

ITEM	DETAIL
Project name	Fabrikam to Contoso Microsoft 365 tenant-to-tenant migration
Project sponsor	
Project manager	
Start date	
Go-live date	2026-12-06
Closure date	
Related documents	Business case, project plan, post-implementation review, lessons learned register

2. Closure recommendation

One paragraph: is the project ready to close and are there conditions?

The project has delivered the agreed scope, operations have accepted the service, and remaining open items have owners in the operations team. The project manager recommends the project is formally closed, subject to the source tenant decommission being tracked by operations.

3. Final scope

Compare what was agreed with what was delivered. Include approved changes.

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SCOPE ITEM	STATUS (DELIVERED / PARTLY / DESCOPED / DEFERRED)	CHANGE REQUEST REF	COMMENT
Migrate mailboxes, archives and calendars	Delivered		2 archives completed in hypercare
Migrate OneDrive and SharePoint content	Delivered		
Migrate Teams channels and files	Delivered		
Migrate Teams 1:1 chat history	Descoped	CR-007	Read-only export provided instead
Re-point Windows and mobile devices	Delivered		
Decommission source tenant	Deferred	CR-011	Transferred to operations; retention period applies

4. Schedule performance

Baseline vs actual for major milestones.

MILESTONE	BASELINE DATE	ACTUAL DATE	VARIANCE (DAYS)	REASON
Assessment complete				
Design approved				
Pilot complete				
Cutover	2026-12-04	2026-12-04	0	
Hypercare closed				
Project closed				

5. Budget performance

Do not include amounts. Give status, variance percentage and explanation; reference the finance report for figures.

CATEGORY	STATUS (UNDER / ON / OVER)	VARIANCE %	EXPLANATION
Internal labour			
Partner / vendor services			e.g. extra days for Teams private channels
Migration tool licensing			
Hardware and infrastructure			
Contingency used			
Total			Figures: finance report reference

6. Deliverables and acceptance

Every deliverable from the plan with evidence of acceptance.

DELIVERABLE	ACCEPTED BY	DATE	EVIDENCE
Migration design			Design authority minutes
Migrated users and data			Business validation sign-off
Hypercare completed			Hypercare closure report
Operations handover			Service transition checklist sign-off
Post-implementation review			Approved review

7. Benefits handover

Benefits are usually realised after closure. Name who will measure them and when.

BENEFIT	STATUS AT CLOSURE	BENEFIT OWNER	NEXT MEASUREMENT DATE
Single tenant, lower admin overhead	Realised		
Single identity and sign-on	Realised		
Improved collaboration	Partly realised		

8. Open items, risks and issues transferred

Nothing stays with the project. Each item has an owner who has agreed to take it.

TYPE	DESCRIPTION	NEW OWNER	DUE	REFERENCE
Action	Decommission source tenant after retention checks	Operations manager		
Risk	Read-only chat export retained until 2027-06-30	Records manager		
Issue	Known error KE-03 (Teams chat history)	Platform team		

9. Lessons learned summary

Top three to five lessons; the full list is in the lessons learned register.

- Two dry runs made the cutover predictable; keep them in every tenant-to-tenant plan.
- Discover SMTP relay sources during assessment.
- Verify permissions by count, not by script success.

10. Administrative closure

Housekeeping that is easy to forget.

ITEM	DONE	DATE	NOTES
Vendor contracts and purchase orders closed			
Project cost codes closed			
Project team released and thanked; feedback given to line managers			
Project and vendor access removed			
Project records archived per records policy			

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ITEM	DONE	DATE	NOTES
Project site set to read-only			

11. Acceptance and sign-off

The sponsor signature closes the project.

ROLE	NAME	DECISION	SIGNATURE	DATE
Project sponsor		Approve closure		
Business owner		Accept deliverables		
Operations manager		Accept handover		
Project manager		Submit for closure		

Approval

NAME	ROLE	SIGNATURE	DATE



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