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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Project Closure Review**

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| **Project Closure Review** |
| **Adele Vance:** Retail Manager |   | **Reviewer:** Miriam Graham**Review Period:** **Self-review submitted on: Review Due:Finalize Due:**  |
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| The project closure & review phase is where the organisation implements the change into business as usual and determines that the intended benefits of the project have been met. |
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| **Project Closure Review Questions** |
| **Q1:** Was this project implemented according to schedule? Explain any event(s) requiring major schedule changes. |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q2:** What was the budget performance for this project? What were the major events impacting the budget? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q3:** Were resources utilized according to plan or were there changes impacting resource utilization? |
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| **Adele's answers** | **Miriam's answers** |
| Yes or No | Yes or No |
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| **Q4:** What do you recommend for the future? Is this project just a step along the way? Is there another level of implementation that could be accomplished? Could this project be applied to other organizations? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q5:** Are there any improvements you would recommend regarding the project implementation process or the tools provided? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q6:** What worked and what did not work during the implementation? What did the project manager learn regarding the implementation process? What did the organization learn during the implementation? |
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| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
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| **Q7:** Were the operational results achieved? Did the project provide the planned improvements for the client? |
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| **Adele's answers** | **Miriam's answers** |
| Yes or No | Yes or No |
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| **Overall Comments** |
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|
|
| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |