**Closure Memorandum**

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Date: DD/MM/YYY

To: [Accountable Person]

From: [Responsible Person]

**Programme Closure Memo: Stage 4**

This memo confirms that the following key deliverables, governance items, controls and activities have been completed or transferred to the next Release AND the release workstream can be closed.

*Please tick the boxes below or note “N/A” and provide supporting detail.*

Key Deliverables and Governance:

Scope

[ ]  All scope items scheduled for release have either been withdrawn or completed

Schedule

[ ]  Theschedule has been completed, with all items closed

Deliverables

[ ]  All deliverables have been completed, submitted to the PMO, and are approved

Risks

[ ]  All Risks (including mitigations) have either been closed or handed over/transferred

Issues

[ ]  All Issues have either been actioned/resolved, closed, or transferred

Dependencies

[ ]  All Dependencies have been delivered, with all items closed or handed over

Programme Change Requests

[ ]  All Programme Change Requests have been approved, transferred, or withdrawn

Final Status Report

[ ]  The final workstream status report has been submitted to PMO

Lessons Learned:

[ ]  A Lessons Learned workshop has been held

[ ]  A Lessons Learned Summary has been prepared (& saved into the lessons learned SharePoint library)

Resources:

[ ]  Required roll-off/exit processes have been completed for those resources leaving the programme

Handover

[ ]  All training, communication and/or handover to enduring teams or resources has been complete

☐ All files have been removed from TEAMs sites to either an enduring SharePoint library or other information management store

☐ All Teams Sites (incl. Team Channels) have been closed

☐ All key artefacts such as method guides, deliverables with enduring application, governance artefacts have been collated and tagged; checking titles, descriptions, versioning, etc and have been updated as required.

☐ Tagged items have been copied to the Huringa SharePoint library for enduring use (checking metadata and indexing)

☐ A hand-over document has been prepared that provides a guide/roadmap to key artefacts, (incl. a link HERE)

☐ Handover has been completed to identified recipients (if known)

☐ BT SharePoint libraries have been checked to make sure they are left in a tidy state allowing easy navigation and document sourcing

☐ Any hard copy artefacts have either been disposed of in security bins or submitted to the PMO for safekeeping & archiving

Recommendation and Approval

**Responsible person: Recommendation for sign-off**

As the Responsible person, I recommend closure of [name of initiative]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[name]

[position]

**Closure approved by (Accountable person/s)**

As the Accountable person/s, I approve closure of [name of initiative]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[name]

[position]

**INFORM ONLY: Closure noted by PMO Lead**