**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All scope items scheduled for release have either been withdrawn or completed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All Programme Change Requests have been approved, transferred, or withdrawn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**