



Sample Project Closeout Documentation: Project Lone Star Relocation (LSR-2026)

- **Client:** Global Tech Solutions (GTS) - Data Center Operations
- **Project Scope:** Relocation of Data Center Operations Office from temporary facility to new Houston, TX build-out site.
- **Team Lead (Contractor):** Crystal Guliford, PM Team Lead
- **Project Start Date:** 2025-07-01
- **Project Completion Date:** 2026-03-22
- **Total Project Duration:** 9 Months



1. Project Performance Summary

The project achieved all primary objectives, successfully moving the Operations staff and stabilizing the necessary infrastructure at the new Houston site with Zero Negative Impact to critical data center services.

Metric	Baseline Target	Final Result	Variance	Status
Go-Live Date	2026-03-15	2026-03-22	+7 Days	Minor Delay
Total Budget	\$3,500,000	\$3,570,000	+\$70,000	Over Budget
Operational Readiness Review (ORR)	100% Pass Rate	100% Pass Rate	Achieved	Success
Change Requests Processed	N/A	7 (Approved: 5, Rejected: 2)	N/A	Achieved

Summary Narrative: The 7-day schedule variance was caused by R-003 (Severe Weather) triggering the mitigation plan, which mandated a shift of the final physical move window. The \$70,000 budget overrun was fully covered by reallocating contingency funds, resulting in zero impact on the GTS base operating budget.

2. Administrative & Financial Closure

All project contracts and financial accounts are formally closed, reconciled, and audited.

2.1 Contract Closure Status

Contract ID	Vendor	Scope	Closure Status	Final Payment Date
C-LSR-001	Apex Facilities Group	Build-Out & Site Prep	CLOSED	2026-04-05
C-LSR-002	SecureLogistics Inc.	Physical Relocation Services	CLOSED	2026-03-29
C-LSR-003	NetworkCore Tech	Hardware Procurement/Install	CLOSED	2026-03-31
C-LSR-004	Guliford PM Consulting	Project Governance & Control	CLOSED	2026-04-10



2.2 Financial Reconciliation

Budget Category	Actual Spend	Baseline Budget	Variance	Notes
Contingency Fund	\$0	\$150,000	+\$150,000	Funds were successfully used to cover the \$70K overage (I-002 legal fees) and \$80K from R-003 mitigation plan execution.
Legal/Contracting	\$355,000	\$285,000	+\$70,000	Overrun fully covered by contingency.
Hardware Procurement	\$1,250,000	\$1,250,000	\$0	Approved Change Request (CR-002) allowed timely ordering.

3. Knowledge Transfer & Archival

All project intellectual property and documentation have been formally transferred and archived, ensuring ISO 27001 audit compliance.

3.1 Document Archival Checklist

Document Category	Final Location (SharePoint Path)	Completion Date
Final As-Built Documents	LSR2026/05_Archives/Facilities	2026-04-01
Final Financial Reconciliation	LSR2026/05_Archives/Finance	2026-04-05
Project Governance Plan (Final)	LSR2026/05_Archives/Governance	2026-03-29
Lessons Learned Report	LSR2026/05_Archives/Governance	2026-04-03
ORR Final Sign-Off	LSR2026/05_Archives/Technical	2026-03-22



3.2 Key Lessons Learned

Category	Successes	Areas for Improvement
Risk Management	Mitigation Success: Early identification of R-003 (Severe Weather) allowed the team to execute a pre-approved shift, minimizing schedule impact to just one week.	External Stakeholders: Need to integrate city planning/permitting timelines into the baseline schedule earlier, as these caused initial SPI lag.
Governance	Change Control Board (CCB): The formal 5-step process was highly effective, preventing scope creep and controlling the budget impact of Issue I-002.	Procurement: Need to mandate final hardware specifications are approved <i>before</i> the Definition Phase concludes to mitigate long-lead item risk (R-011).
Documentation	SharePoint Administration: The strict File Naming Standard and centralized logs (Action/Risk/Issue) enabled rapid audit response and minimal search time for critical documents.	Meeting Minutes: Implement a stricter 24-hour distribution deadline for all minutes to ensure immediate accountability on action items.

4. Formal Sign-Off

The undersigned parties agree that all project objectives have been met, all contractual obligations have been fulfilled, and the project is formally closed.

Role	Name	Signature (Digital Placeholder)	Date
Project Sponsor (GTS)	GTS Executive Name	Signed	2026-04-12
Client Project Manager	Client PM Name	Signed	2026-04-12
Project Team Lead (Contractor)	Crystal Guliford	Signed	2026-04-12