**Project closure report**

<housing provider>

<co-funder>

|  |  |
| --- | --- |
| Prepared by: |  |
| On behalf of: |  |
| Project start date |  |
| Project end date |  |

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# 1. Project and closure summary

**Project summary**

The purpose of the upgrades project is:

**Delivery summary**

|  |  |
| --- | --- |
| **Item** | **Response** |
| Summary of key project activities and outcomes |  |
| Have all the agreed outputs been delivered and accepted as per the Funding agreement and Project management plan? |  |

# 2. Budget performance

|  |  |
| --- | --- |
| **Item** | **Response** |
| Number of properties upgraded: |  |
| Summary of in-kind or non-cash contribution activities: |  |
| Please attach supplier invoices. |  |
| Please attach a transaction listing of all project expenditure: |  |
| General comments on budget performance: |  |

# 3. Payment summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Project milestone / Funding condition | % of total payment | Invoice date | Maximum amount (GST exclusive) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| **Total** | | | |  |

# 4. Project activities

All project activities are summarised below:

|  |  |
| --- | --- |
| **Item** | **Response** |
| Please describe your procurement process: |  |
| Please describe the installation activities: |  |
| Summary of procurement through social enterprises, indigenous and local businesses: |  |
| Summary of supplier and contractor performance: |  |
| Outline how the products and assets will be maintained going forward: |  |

# 5. Risk management

|  |  |
| --- | --- |
| **Item** | **Response** |
| Please provide a summary of the risk mitigation activities were undertaken, and what was the outcome.  Please copy the original risk management table from the Project Management Plan (PMP) below. |  |
| Were there any additional risks that weren’t foreseen? |  |

1. **Table 2:** Project management plan issue / Risk register *– insert table*

# 6. WHS and environment (WHSE)

|  |  |
| --- | --- |
| **Item** | **Response** |
| Were there any WHSE events identified throughout the project and how were they managed? |  |
| Has your WHSE Plan been updated with any new hazards identified? |  |

# 7. Quality management and maintenance

|  |  |
| --- | --- |
| **Quality control / Assurance activity** | **Status / Performance / Outcome** |
| Have all upgrades been inspected for proper and safe installation? |  |
| Certificates of Compliance received and reviewed |  |
| Warranties, instruction manuals and invoices have been collected for future reference |  |
| Are there any ongoing risks that need to be managed? |  |
| Do you plan to conduct a Post Implementation Review (PIR)? If so, when is this planned? |  |

# 8. Tenant engagement / Comms

|  |  |
| --- | --- |
| **Item** | **Response** |
| Provide a summary of tenant engagement and communications activities during the project. |  |
| Outline tenant engagement and communications activities planned post-project closure. |  |

# 9. Other activities / Issues / Outcomes

|  |  |
| --- | --- |
| **Item** | **Response** |
| Please specify any other activities / issues / outcomes relating to this project. |  |
| Provide a summary of lessons learnt and recommendations arising from the project. |  |
| Additional comments or information: |  |

# 10. Data and reporting

|  |  |
| --- | --- |
| **Item** | **Response** |
| Has an installation data spreadsheet been completed for this project? |  |
| Have pre-installation tenant surveys been completed? |  |
| Have billing data consent forms been completed? |  |
| Has a summary of tenant demographic data been completed? |  |
| Has photographic evidence of the upgrade measures been completed? |  |