|  |  |  |  |
| --- | --- | --- | --- |
| Project # | Project Description | Date Submitted | Prepared By |
| From Project Charter | Provide a 1-2 sentence, high-level description of the project. You may copy this from the Project Charter | Enter date submitted | Enter name |

## 1. Lessons Learned

|  |  |
| --- | --- |
| Why was the project cancelled?  | Provide a brief narrative describing the reasons why the project was cancelled. |
| What would you do differently?  | Optional: List 1 or more things that you would do differently during this project, including any steps that could have been taken to keep the project from being cancelled. Enter N/A if not applicable.  |

## 2. Deliverable Evaluation

Please list the deliverables from your Project Charter, and mark the completion status. Add additional lines as necessary.

|  |  |  |
| --- | --- | --- |
| Deliverable description  | Status (Completed / Incomplete) | Comments |
|  |  |  |
|  |  |  |
|  |  |  |

## 3. Project Statistics

### Timeline Review

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed Project Start Date | Enter date | Actual Project Start Date | Enter date |
| Proposed Launch/Go-Live Date | Enter date | Cancellation Date | Enter date |
| Proposed Project End Date | Enter date |  |  |

### How much time was spent on the project?

|  |  |
| --- | --- |
| Enter the total number of ITS staff hours spent on the project  | Enter hours |

## 4. Acknowledgement of Cancellation

By their acknowledgement, both the client and Information Technology Services (ITS) now consider this project cancelled. Requests for support, bug fixes, enhancements, or repair of remaining or new issues must now be submitted as new project or operations support requests in accordance with ITS business practices.

|  |  |  |  |
| --- | --- | --- | --- |
| Required For Project Class… | Role of Approver | Submitted for Approval on: | Approval Received on: |
| All classes | 1. Client + Client Supervisor |  |  |
| All classes | 2. ITS Supervising Manager |  |  |
| Class 3 and above Projects | 3. CIO |  |  |
| As required | 4. Project Review Board |  |  |

Attach any additional documentation.

Office Use Only: PMO Received on: