PROJECT CLOSURE SHEET

1.   PROJECT INFORMATION

Joint Industry Programme	[Programme Name and Stage] – to be filled in by Carbon Trust Manager
Project Title	[Full Project Title] – to be filled in by Carbon Trust Project Manager
Project Acronym	[Project Acronym] – to be filled in by Carbon Trust Project Manager
CT Project Manager	[Name, Title, email address] – to be filled in by Carbon Trust Project Manager
Contractor	[Full Company Name]
Contractor Project Manager	[Name, Title, email address]

2.   PROJECT DELIVERABLES

	ID	Title/Description to be filled-in by Contractor at Project start	External SharePoint Link to be filled in by Carbon Trust Project Manager at Project closeout
☐	D01		
☐	D02		
☐	D03		
☐	D04		
☐	D05		
☐	…		

3.   WEBINAR

☐   [DATE]: [Webinar title] – to be monitored by Carbon Trust Project Manager at Project closeout

KEY CONCLUSIONS

To be filled-in by Contractor at Project closeout

KEY LESSONS LEARNT

To be filled-in by Contractor at Project closeout

RECOMMENDATIONS FOR NEXT STEPS

To be filled-in by Contractor at Project closeout

SUGGESTED FURTHER RESEARCH

To be filled-in by Contractor at Project closeout