

PROJECT CLOSURE SHEET

1. PROJECT INFORMATION

Joint Industry Programme	[Programme Name and Stage] – to be filled in by Carbon Trust Project Manager.
Workstream	[Technical Working Group name] – to be filled in by Carbon Trust Project 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 <small>to be filled-in by Contractor at Project start</small>	External SharePoint / MS Teams Link <small>to be filled in by Carbon Trust Project Manager at Project closeout</small>
<input type="checkbox"/>	D01		
<input type="checkbox"/>	D02		
<input type="checkbox"/>	D03		
<input type="checkbox"/>	D04		
<input type="checkbox"/>	D05		
<input type="checkbox"/>	..		

3. WEBINAR

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

4. COST MODELLING

- Inputs into OSW Cost Model ([Link](#)) – to be monitored by Carbon Trust Project Manager at project closeout.

5. PROJECT CATALOGUE

- Project Catalogue updated – to be monitored by Carbon Trust Project Manager at project closeout.

KEY CONCLUSIONS

To be filled in by the contractor at Project closeout

KEY LESSONS LEARNT

To be filled in by the contractor at Project closeout

RECOMMENDATIONS FOR NEXT STEPS

To be filled in by the contractor at Project closeout

SUGGESTED FURTHER RESEARCH

To be filled in by the contractor at Project closeout