



PROJECT CLOSURE SHEET

1. PROJECT INFORMATION

Joint Industry Programme	[Programme Name and Stage] – to be filled in by Carbon Trust Manager
Workstream	[Technical Working Group name] – 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	OWA External SharePoint Link to be filled in by Carbon Trust Project Manager at Project closeout
<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. OWA PROJECT CATALOGUE

- OWA Project Catalogue updated – 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