Executive Summary Template

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| **<Project Name> Project Closure Executive Summary (M193)** |

1. **Project Information**

*Fill in the basic project information below.*

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| --- | --- | --- | --- |
| **Project Manager:** |  | **Customer Unit:** |  |
| **Service Portfolio Owner:** |  | **Service Portfolio:** |  |
| **Project Start Date:** |  | **Project End Date:** |  |

# Project Description

*Enter the description from the Plainview Project Description field. Keep it concise and edit as necessary to ensure this document does not go over two pages.*

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# Project Objectives

*Project objectives should be in bulleted form and describe what the project was supposed to accomplish when it was initially approved.*

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# Project Results

*The project results should be in bulleted form and tie back to the project objectives above. List the project outcomes in terms of anticipated or actual business value. If quantitative benefits can be calculated, provide specific values in terms of cost savings, improved efficiency, and/or revenue gained from the accomplishment.*

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# Effort and Budget

*Fill in the effort and financial information relevant to the project in the appropriate tables below. Delete table rows that are not relevant to the project.*

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| **Project Financials** |
| **One-time Funding Summary (Project/Grant Number:)** |
| One-time Funding for Project |
| Actual Expenses |
| **Ending Fund Balance** |
|  |
| **Absorbed Project Costs** |
| Labor Cost – UM Staff\* |
| Labor Cost – Contractor/Consultant |
| Non-Labor |
| Other |
| **Total Absorbed Project Cost** |
|  |
| **Incremental Project Costs** |
| Labor – UM Staff\* |
| Labor – Contractor/Consultant ($#,###,###) |
| Non-Labor ($#,###,###) |
| Other ($#,###,###) |
| **Total Incremental Project Cost ($##,###,###)** |
|  |
| **Total Project Cost (Absorbed + Incremental) ($##,###,###)** |

* *Use only whole numbers. Do not use decimal points.*
* *Use dollar signs ($) for financial figures.*
* *Use commas to indicate thousands for all figures.*
* *Show all funding as positive values.*
* *Show all expenses as negative numbers via parenthesis.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Effort** | **Planned Effort** | **Actual Effort** | **Net (Planned - Actual)** |
| Total UM Staff Effort |  |  |  |
| Total Contractor/Consultant Effort |  |  |  |
| **Total Effort** |  |  |  |