Insert project title

Project Close Report

Insert date (optional)

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For more information contact:
Name of branch/division/unit, Department of Health, GPO Box 48, Brisbane QLD 4001, email generic email address if available, phone main phone number for branch/division/unit.

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#

# Handover Summary

* Why we need to handover the project?
* What’s working well?
* What could be improved?

# Governance

* Local Steering Committee’s
* HRF Working Group
* Risks and Issues

# Deliverables

## Delivery and Finance

* Recurrent Funding
* Reporting Systems

## Stakeholders

* Transitioning people – Leaders, Influencers, Communities
* Local networks that have been established

## Systems and Process

* Transitioning systems
* SharePoint, Teams

## Project personnel

* Hub Coordinators
* MDTs

# Recommendations

# Approval and Endorsement

|  |
| --- |
| [ ]  Close the Project  |
| [ ]  Revise and resubmit |
| Comments:  |

**Project Manager**

|  |  |
| --- | --- |
| **Name** |       |
| **Position** |       |
| **Signature** |  | **Date** |  |

**Project Sponsor**

|  |  |
| --- | --- |
| **Name** |       |
| **Position** |       |
| **Signature** |  | **Date** |  |

# Contact Officer

If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

Contact officer: Contact Officer Name here

Title: Contact Officer Title here

Phone: Contact Officer Phone Number here