

Stakeholder Decision Summary

Project Closure

Date: [Insert Date]

Project Name: [Insert Project Name]

Project Manager: [Insert Project Manager Name]

Stakeholder Information

Stakeholder Name	Role	Decision
[Stakeholder 1]	[Role 1]	[Decision 1]
[Stakeholder 2]	[Role 2]	[Decision 2]

Summary of Outcomes

[Summarize the key outcomes and decisions made regarding the project closure.]

Next Steps

[Outline the next steps and any required actions post closure.]

Approval

Approved By: [Insert Name]

Date of Approval: [Insert Date]