**Closing Document**

The Closing Document is an agreement between the project coaches and Non-Profit Organization (NPO) upon the activities and artifacts completed during the coaching engagement and signifies the acceptance and of the artifacts by the NPO.

1. General Information

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title: | Coach2Action Maturity Project:  Insert name of NPO project | | |
| NPO Name |  | | |
| Brief C2A Project Description: | Ex: The C2A project team will move the NPO project from maturity phase X to maturity phase Y in order to establish a plan for achieving the NPO project objectives. | | |
| Period of Performance | January 12, 2016 – March 15, 2016; 20 hours of project coaching | | |
| Prepared By: |  | | |
| Date: |  | Version: |  |

#### C2A Project Maturity Completed Deliverables

The Project Maturity Roadmap provides the framework for activities and artifacts to establish a plan for the NPO to mature their project and increase positive project outcomes. The Roadmap should be reviewed for completeness of activities and artifacts based upon a discussion between the project coaches and NPOs at the conclusion of the engagement.

Based upon the Project Maturity Roadmap worksheet, indicate in the list below the deliverables (activities/artifacts) that were not applicable for the Engagement, Planned for the Engagement, and Completed during the Engagement by checking the appropriate boxes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Not Applicable* | *Planned for Engagement* | *Completed during Engagement* | **Roadmap Stage** | **Artifact** |
|  |  |  | 1. Define Scope | Project Scope Statement |
|  |  |  | 1. Define Work | Work Breakdown Structure |
|  |  |  | 1. Define Milestones | Milestone List |
|  |  |  | 1. Sequence Activities | Project Schedule Network Diagram |
|  |  |  | 1. Estimate Activity Resources | Activity Resource Requirements |
|  |  |  | 1. Estimate Activity Durations | Activity Duration Estimates |
|  |  |  | 1. Develop Schedule | Schedule Baseline |
|  |  |  | 1. Plan Human Resources | Staffing Plan |
|  |  |  | 1. Plan Human Resources | Volunteer Position Descriptions |

Leave any comments in the box below regarding the status of deliverables that may not have been completed in entirety, and a summary of the discussion with the NPO on next steps to complete them if necessary.

|  |
| --- |
|  |

1. Signatures

The signatures of the individuals below indicate that the deliverables indicated in this document accurately represent the accomplishments and outputs of the C2A coaching engagement. This also indicates that the NPO accepts the artifacts created during the course of the engagement.

|  |  |  |
| --- | --- | --- |
| **Non-Profit Organization:** |  |  |
| **Name** | **Signature** | **Date** |
|  |  |  |
|  |  |  |
| **Project Coaches:** |  |  |
| **Name** | **Signature** | **Date** |
|  |  |  |
|  |  |  |

#### *Attachment A: Project Maturity Roadmap*

