

# Contract Close out

Doc -

Project title:		Date prepared :
Project Manager :		
Contract representative :		

## 1.- Vendor Performance Analysis.

### ## What worked well ##

Scope :	<ul style="list-style-type: none"><li>Describe aspects of contract scope that were handled well.</li></ul>
Quality :	<ul style="list-style-type: none"><li>Describe aspects of product quality that were handled well.</li></ul>
Schedule :	<ul style="list-style-type: none"><li>Describe aspects of contract schedule that were handled well.</li></ul>
Cost :	<ul style="list-style-type: none"><li>Describe aspects of contract budget that were handled well.</li></ul>
Other :	<ul style="list-style-type: none"><li>Describe any other aspects of the contract or procurement that were handled well.</li></ul>

### ## What can be improved ##

Scope :	<ul style="list-style-type: none"><li>Describe aspects of contract scope that could be improved.</li></ul>
Quality :	<ul style="list-style-type: none"><li>Describe aspects of product quality that could be improved.</li></ul>
Schedule :	<ul style="list-style-type: none"><li>Describe aspects of contract schedule that could be improved.</li></ul>
Cost :	<ul style="list-style-type: none"><li>Describe aspects of contract budget that could be improved.</li></ul>
Other :	<ul style="list-style-type: none"><li>Describe any other aspects of the contract or procurement that could be improved.</li></ul>

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## 2.- Record of Contract Changes.

Change ID	Change description	Date approved
Enter the change identifier from the Change Log.	Enter the description from the Change Log	Enter the data approved from the Change Log.

## 3.- Record of Contract Disputes.

Description	Resolution	Date resolved
Enter the dispute or claim.	Describe the resolution.	Enter the data the dispute or claim was resolved.

Date of contract completion

Signed off by

Date of final payment