

PROGRAM CLOSURE REPORT TEMPLATE



Program Title:

Ghazi School Digital Learning Improvement Program (GSDLIP)



2026

Program Closure Report Template:

Section	Information Required
1. Program Title	Name of the program.
2. Program Sponsor	Organization or individual responsible for program sponsorship and strategic oversight.
3. Program Manager	Name of the program manager responsible for program delivery.
4. Program Location	Geographic location where the program was implemented.
5. Program Duration	Planned and actual duration of the program.
6. Program Closure Date	Official date when the program was closed.
7. Prepared By	Person or team responsible for preparing the closure report.

Program Overview:

Section	Description
8. Program Background	Brief overview explaining why the program was initiated, including the challenges or opportunities that led to program creation.
9. Program Purpose	Explanation of the program's purpose and the value it intended to deliver to the organization and stakeholders.
10. Strategic Alignment	Description of how the program supported organizational or national strategies.

Program Objectives:

Objective ID	Program Objective	Achievement Status	Comments
OBJ-01	Describe the objective	Achieved / Partially Achieved / Not Achieved	Explanation of results
OBJ-02	Describe the objective	Achieved / Partially Achieved / Not Achieved	Explanation of results

Program Scope Summary:

Program Component	Major Deliverables	Completion Status	Remarks
Component 1	Description of deliverables	Completed / Partially Completed	Additional comments
Component 2	Description of deliverables	Completed / Partially Completed	Additional comments

Program Implementation Summary:

Phase	Key Activities	Major Deliverables	Completion Status
Initiation & Planning	Program approval, governance setup	Program Charter approved	Completed
Infrastructure Development	Procurement and installation	Computer laboratory established	Completed
Platform Development	System design and deployment	Online learning platform operational	Completed
Training & Capacity Building	Teacher digital skills training	Teachers trained	Completed
Integration & Implementation	Integration of digital learning	Digital learning implemented in classrooms	Completed
Program Transition	Transition to operations	Digital systems transferred to school administration	Completed

Program Deliverables:

Deliverable	Description	Responsible Team	Status
Computer Laboratory	Fully equipped computer laboratory	Infrastructure Team	Completed
Teacher Digital Training	Digital teaching workshops	Training Team	Completed
Online Learning Platform	Digital education platform	Technology Team	Completed

Program Performance Evaluation:

Performance Area	Planned	Actual	Assessment
Schedule	Planned duration	Actual duration	On schedule / Delayed
Budget	Planned budget	Actual cost	Under budget / Over budget
Scope	Planned deliverables	Delivered deliverables	Fully delivered / Partial

Benefits Realization Summary:

Benefit	Expected Outcome	Measurement Indicator	Achievement Status
Improved academic performance	Improved student exam results	Student performance records	Achieved
Increased digital literacy	Students able to use digital tools	Digital literacy assessment	Achieved
Improved teaching effectiveness	Teachers using digital teaching methods	Classroom observation reports	Achieved

Stakeholder Engagement Summary:

Stakeholder	Role	Engagement Approach	Feedback
Ministry of Education	Program Sponsor	Strategic meetings and progress reporting	Positive
School Administration	Operational stakeholder	Coordination meetings	Supportive
Teachers	Program participants	Training sessions	Positive
Students	Program beneficiaries	Orientation and platform access	Positive

Risk and Issue Management Summary:

Risk / Issue	Impact	Mitigation Action	Final Status
Internet connectivity instability	Delayed platform deployment	Upgraded internet connection	Resolved
Teacher resistance to technology	Reduced digital adoption	Additional training sessions	Resolved

Financial Summary:

Budget Category	Planned Budget	Actual Expenditure	Variance
Infrastructure Development	Amount	Amount	Difference
Platform Development	Amount	Amount	Difference
Training Programs	Amount	Amount	Difference
Program Management	Amount	Amount	Difference

Lessons Learned:

Lesson ID	Lesson Description	Recommendation
LL-01	Early teacher training improves adoption of technology	Include training early in future programs
LL-02	Reliable internet infrastructure is essential for digital programs	Secure connectivity before platform deployment

Benefits Transition Confirmation:

Operational Owner	Responsibility	Transition Status
School Administration	Manage computer laboratory	Completed
IT Support Team	Maintain digital infrastructure	Completed
Ministry of Education	Strategic oversight and policy support	Completed

Program Sustainability:

Sustainability Area	Responsible Organization	Action Plan
Digital Infrastructure Maintenance	School Administration	Regular maintenance schedule
Platform Management	IT Support Team	System monitoring and updates
Digital Teaching Practices	Teachers	Continued use of digital tools

Program Closure Approval:

Name	Role	Signature	Date
Program Manager	Program Manager		
Program Sponsor	Ministry of Education		
School Administration	Operational Owner		

Supporting Documents:

Document	Description
Program Business Case	Initial justification of the program
Program Charter	Program authorization
Program Roadmap	Program lifecycle phases
Benefits Management Plan	Benefits realization strategy
Benefits Register	Benefits tracking
Benefits Transition Plan	Transition of benefits
Benefits Sustainment Plan	Long-term benefit sustainability
Risk Register	Program risks
Issue Log	Program issues