Don,

There appears to be three distinct activities required for normal project impletion/closeout. The SNS Closeout Report is a good template but has more content than needed for NCSX cancellation. Here are the basics...

Prepare a lesson learned report:

*   Inventions or patents created during the project

*   New business process other projects should leverage

*   Problems other projects can avoid

Prepare a closeout report:

*   Technical, scope, cost and schedule baseline accomplishments

*   Final cost report, including claims and claims settlement strategy

*   Deactivation, decontamination and decommissioning planning

*   Closeout approvals

*   Permits, licenses and/or environmental documentation

*   Contract closeout status

*   Adjustments to obligations and costs

*   Photographic documentation

*   Baseline change control log

Contract Closeout:

*   Contracting Officer certifies closeout

Jeffrey Makiel