**Final Report/Closure Report**

* **Project Summary**: A brief overview of the project, including initial goals and outcomes.
* **Deliverables**: A list of what was delivered during the project.
* **Performance**: How the project performed in terms of budget, scope, and timeline.
* **Lessons Learned**: Successes, challenges, and recommendations for future projects.
* **Team Feedback**: Feedback from team members, stakeholders, and clients.
* **Project Closure Checklist**: Ensures all documentation is complete, and all tasks are finalized.