Final Project Performance and KPI Report

1. Executive Summary  
- Summary of overall project performance  
- Project objectives vs. outcomes  
- High-level KPI performance highlights

2. Project Scope & Objectives Review  
- List of original objectives  
- Scope changes and approved adjustments  
- Status of each deliverable (completed, deferred, cancelled)

3. Key Performance Indicators (KPIs) Analysis  
Example Table:  
| KPI | Target | Actual | Status | Commentary |  
|-----|--------|--------|--------|------------|  
| Deployment Uptime | 99.9% | 99.7% | ❌ | Slightly missed due to infra delay |  
| User Adoption | 85% | 92% | ✅ | Exceeded expectations |

4. Schedule Performance  
- Planned vs. actual timeline  
- Critical path deviations and their impact

5. Budget Performance  
- Planned vs. actual expenditure summary  
- Explanation of variances (under/over budget)

6. Risk and Issue Summary  
- Final risk matrix  
- Resolved vs. unresolved issues

7. Success Criteria Achievement  
- Evaluation against documented success metrics

8. Conclusion & Recommendations  
- Final status  
- Recommendations for future projects