**Project Final Report**

**<ReqM Tool>**

**NTT Data Romania**

**Street Constanta 19-21**

**Cluj Napoca City, 400158**

**2019**

**Table of Contents**

[1 Introduction 3](#_Toc6142514)

[2 Project Successes 4](#_Toc6142515)

[3 Unexpected Events 5](#_Toc6142516)

[4 Lessons Learned 6](#_Toc6142517)

[5 Sponsor Acceptance 7](#_Toc6142518)

# Introduction

This Project Final Report is intended to concisely summarize the outcomes of a project and is the final document.

This Project Final Report is used to document project successes, lessons learned and performance in order to signal improvement in project delivery for the future.

This Project Final Report reflects the formal and informal feedback collected from project stakeholders and participants throughout the project.

# Project Successes

|  |  |
| --- | --- |
| **Name** | **Description** |
|  |  |
|  |  |
|  |  |

# Unexpected Events

|  |  |  |
| --- | --- | --- |
| **Description** | **Impact** | **Actions Taken** |
|  |  |  |
|  |  |  |
|  |  |  |

# Lessons Learned

|  |  |
| --- | --- |
| **Description** | **Recommendation** |
|  |  |
|  |  |
|  |  |

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Bogdan Cunita

Project Manager