**Projektabschlussbericht**

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| **ID** | | **Datum** | | | | **Projektleiter** | | |
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| **Auftraggeber** | | | | | | **Kunde (falls abweichend)** | | |
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| **Projekttitel** | | | | | | | | |
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| **Geplantes Projektende** | | | | | | **Tatsächliches Projektende** | | |
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| **Zielerreichung** | | | | | | | | |
| **Ziel** | | | **Grad** | | **Bemerkungen** | | | |
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| **Budget Soll** | | | | | | **Budget Ist** | | |
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| **Meilenstein-Erreichung** | | | | | | | | |
| **Meilenstein** | **Soll** | | | **Ist** | | | **Bemerkungen** | |
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| **Erkenntnisse, empfohlene Verbesserungen** | | | | | | | | |
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| **Folgephasen / Roadmap / Übergaben** | | | | | | | | |
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| **Abnahme am** | | **Unterschrift Auftraggeber** | | | | | | **Unterschrift Projektleiter** |
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