

Project Closeout

Project Title

Feedback from this form will help with the planning and development of future projects.

Goals Did the project meet the goals outlined in the charter? What were the accomplishments and the challenges? What were the lessons learned?

Resources What resources and tools were most beneficial to the development of the project?

Process What comments can you provide to help us in the planning and development of future projects?

Checklist

- ☐ Project conclusion satisfied client goals
- ☐ A plan for project maintenance is in place
- ☐ Documentation has been uploaded to channels accessible to stakeholders
- ☐ The final project report has been shared with the stakeholders
- ☐ A one-paragraph project blurb with a one-sentence bio has been submitted for publicity purposes

Documentation Please provide a link and description of the type of documentation available for this project: