Project Closeout Report: Operations & Training Plan

Status: **Draft**

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Author: Project Manager

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| --- | --- |
| Project Sponsor | Operations Director |
| Project Team | Financial analyst, Fulfillment Director, HR Specialist, Quality Assurance Tester, Customer Service Manager, IT Manager, Inventory Manager, Training Manager |
| Project Duration | March 1-September 6 |

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# Executive Summary

# *Project Overview: A description of the process and what the purpose of the project was. Should be very short.*

# Key Accomplishments

Did the project meet its objectives?

* Accomplishment A

Lessons Learned

*What went well?*

*What went wrong? How did you resolve the issue?*

*What processes did not work well? Why?*

*What were the effects of key problem areas (i.e. scope creep, schedule slip, etc.)? Why?*

*Technical challenges*

*suggestion for the next time*

# Open Items

* *Things you did not get to.*
* *Ideas you had that you’d like to do if you only had more time.*

# Next Steps and Future Considerations

* *Are there expected follow-up projects?*
* *And, is there any ongoing maintenance required?*

# Project Timeline

|  |  |
| --- | --- |
| date | Milestone A |
| Date | Milestone B |
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# Resources and Project Archive

* *[link to the project proposal]*
* *[link to the project plan]*
* *[link to dashboards]*
* *[link to the project meeting minutes]*