

Project Name:

Project manager:

## Project Summary

Summarize the project: what did it accomplish? Was it on time and within budget? If not, what were the main reasons why?

## Schedule

Baseline finish date

Actual finish date

Interim delivery dates

Variance

Explain the reason for variances

## Cost

Baseline cost

Final cost

Variance

Variance %

## **Quality and Customer Satisfaction**

The project customer is pleased with the project results. He will review client feedback after the first six months of center operations are complete. If the feedback meets the 80% positive criteria, he will plan updates to conference centers in other locations.

## **Risks and Issues**

Describe risks, how you handled them, and the results.

Identify risks that weren't included in the original risk management plan.

## **Lessons Learned**

## **Project Management Processes**