Project Final Report

for

[ABC]

**[YYYY-MM-DD]**

Prepared by:

[Project Manager]

Authorized by:

[Sponsor]

For more information, refer to the *Deeply Practical Project Management* (DPPM)

reference book [Amazon.com/dp/1548650463/](https://www.amazon.com/dp/1548650463/) or online course at [DeeplyPracticalPM.com](http://DeeplyPracticalPM.com/)

In particular see the chapter “Closing”.

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# Executive Summary

This document records the closing status of project *[ABC]*, and makes recommendations for next steps.

*[Brief description of project background, e.g. Need and Objective, references as needed.]*

# Results

The project results for scope, schedule, budget, and risks are described below.

## Scope

The final delivered scope was ...

*[Brief description of Scope results compared to the original plan, and significant drivers of any differences.]*

## Schedule

The final schedule was ...

*[Brief description of schedule results compared to the original plan, and significant drivers of any differences.]*

## Budget

The final budget expended was ...

*[Brief description of Budget results compared to the original plan, and significant drivers of any differences.]*

## Risk

The risk status was:

*[Brief description of status of the Risks, and time and cost impacts compared to the original plan, and significant drivers of any differences.]*

# Business Case Status

The business case as currently known is:

*[Brief description of status of the Business Case compared to the original plan, to the extent known at the end of the project, and significant drivers of any differences.]*

# Lessons Learned

The major lessons learned were:

*[Brief description of the major lessons learned of interest to the Stakeholders.]*

# Recommendations

The following recommendations are made for next steps:

*[List of any recommended actions for follow-on after the project, typically including Priority 2 and 3 items from User Reviews.]*

Supporting Information

*[Any supporting information such as lessons learned reports or action item lists.]*

*[Appendices use style Heading 9.]*