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| --- | --- | --- | --- |
| **Project Name** | *Name as mentioned on charter* | | |
| **Project Sponsor** | *Name of sponsor as mentioned on charter* | | |
| **Project Manager** | *Name of person managing the project* | | |
| **Initiation Date** (dd/mm/yyyy) | *Project initiation date* | **Completion Date**  (dd/mm/yyyy) | *Project completion date* |
| **Outcome** | *Outcome of the solution in terms of customer experience, operational efficiency, controls etc.* | | |
| **Lesson Learned** | *Lessons learned during the project cycle in terms of issues, planning failures, coordination challenges, stakeholders’ interests, risks etc.* | | |
| **Recommendations for future projects** | *Recommendation for improvement for future projects in light of lessons learnt and general observation or feedback from stakeholders* | | |
| **Attachments** | 1. *Attachment 1* 2. *Attachment 2*   *Mention list of documents enclosed with PCR* | | |

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| **Approvals** | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name, Signature, Date** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name, Signature, Date** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name, Signature, Date** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name, Signature, Date** |