Project Final Report

for

[ABC]

**[YYYY-MM-DD]**

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**Contents**

[1. Executive Summary 1](#_Toc23072170)

[2. Results 1](#_Toc23072171)

[2.1 Scope 1](#_Toc23072172)

[2.2 Schedule 1](#_Toc23072173)

[2.3 Budget 1](#_Toc23072174)

[2.4 Risk 1](#_Toc23072175)

[3. Business Case Status 1](#_Toc23072176)

[4. Lessons Learned 1](#_Toc23072177)

[5. Recommendations 2](#_Toc23072178)

[Appendix A - Supporting Information 2](#_Toc23072179)

# 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.]*