

Project Closeout Report: Operations & Training Plan

Status: **Draft**

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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

Executive Summary

The purpose of this project was to ...

Key Accomplishments

- Established ...
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-
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-
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Lessons Learned

What went well?

- The ...
-

What went wrong? How did you resolve the issue?

- The ...
-

Open Items

- Continue to monitor ...
-

Next Steps and Future Considerations

- Schedule ...

- Create ..

Project Timeline

March 1- ...	

Resources and Project Archive

- [Project Plan](#)
- [ROAM Analysis](#)
- [Status Report](#)
- [Escalation Email](#)
- [Presentation of Customer Feedback](#)
- [Meeting Agenda](#)