Project Closeout Report: [Name of Project]

Status: **Draft**

Date: 09-09

Author: Project Manager

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| --- | --- |
| Project Sponsor |  |
| Project Team |  |
| Project Duration |  |

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# Executive Summary

# *Project Overview:*

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# Key Accomplishments

Lessons Learned

*What went well?*

*What went wrong? How did you resolve the issue?*

# Open Items

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# Next Steps and Future Considerations

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# Project Timeline

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# Resources and Project Archive