[Company logo]

| **DOCUMENT INFORMATION** | | | |
| --- | --- | --- | --- |
| Project Name: |  | Prepared By: |  |
| Project Manager: |  | Period Covered: |  |
| **Version** | **Date** | **Author** | **Change Description** |
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**Project Final Report**

**Executive Summary**

* Include the following information:
  + Project name and type, project description, project accomplishments, funding, completion date and any additional information

**Project background / Project Overview**

**Major Activities / Milestones**

**(Reference the project overview in the course project introduction)**

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| --- | --- | --- | --- | --- |
| **Activities / Milestones** | | | | |
| Main Activity | Planned  Time (days) | Actual Time  (days) | Time Deviation  (days) | Major Reason for deviation |
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| Project End |  |  |  |  |

**Project Closure Synopsis**

* Is the project being closed because all project objectives and deliverables have been met?
* Or is the project being closed for other reasons (loss of funding, shift in strategy, customer’s demand, etc.)?]

**Project metrics performance**

Goals and Objectives Performance

* Did the project achieve the goals set in the beginning of the project?

Milestones and delivery performance

* Summarize the milestones in the milestone chart listed above

Budget Performance

* Make an assumption on the final project budget outcome

**Project Management Issues**

Human Resource Management

Make assumptions on the following:

* What resource needs changed during the project?
* Outline the steps to be taken in shifting project resources to other projects.
* Explain how project knowledge (IP) from project team members will be captured and retained for future projects.]

Risk Management

Refer back to week 4 (evaluating project risks)

* Summary of project risks and any outstanding risks remaining

Customer Expectations

Make assumptions on the following:

* Were the customer expectations met? If not why? Any outstanding expectations remaining?

Lessons Learned

Make assumptions on the following:

* What went well
* What could have been improved upon

**Project Closure Recommendations**

Make assumptions on the following:

* Any recommendations to the project team or the organization’s senior management team. The main recommendation stated in the report would be to obtain project closure.

**Project Final Report Approvals**

**Prepared By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

([**Job Title**])

**Approved By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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([**Job Title**])

**Approval Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_