

# END OF PROJECT SUMMARY REPORT TEMPLATE

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## PROJECT NAME

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## PROJECT MANAGER

## DATE PREPARED

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## PROJECT DESCRIPTION

Brief Description of the Project

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What was the original criteria for project success?

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Was the project completed according to the original expectation?

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Additional Comments

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PROJECT OBJECTIVES

OBJECTIVE	DATE OF COMPLETION	RESPONSIBLE PARTY

## PROJECT ACHIEVEMENTS

What were the major accomplishments?

What methods worked well?

What helped you accomplish the project?

Additional Comments

## PROJECT CHALLENGES

What elements of the project went wrong?

What specific processes need improvement?

How can you improve these processes in the future?

What were the key problems areas (i.e., budgeting, scheduling, etc.)?

List any technical challenges.

Additional Comments

## POST-PROJECT TASKS / FUTURE CONSIDERATIONS

List any continuing development and maintenance objectives.

What actions do you still need to complete, and who is responsible for completing them?

List any additional outstanding project items.

Additional Comments

ADDITIONAL NOTES

Comments

PROJECT CLOSE ACCEPTANCE

**PROJECT MANAGER NAME**

**DATE**

**PROJECT MANAGER SIGNATURE**

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**SPONSOR NAME**

**DATE**

**SPONSOR SIGNATURE**

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