

End Stage Report Template

Project Name	
Date	
Project Stage	
Project Manager	
Approver / Project Board Member	

Executive Summary

Notes

Objectives

	Current Stage			Next Stage			Overall Project		
	Target	Tolerance	Status	Target	Tolerance	Status	Target	Tolerance	Status
Time									
Cost									
Quality									
Scope									
Risks									
Benefits									

Updated Business Justification

Deliverables

Product	Status

Follow-Up / Open Issues

Product	Status

Team Performance

Lessons Learned



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