**[](https://www.smartsheet.com/try-it?trp=12367&utm_source=template-word&utm_medium=content&utm_campaign=Project+Closeout+Report-word-12367&lpa=Project+Closeout+Report+word+12367)Project Closeout Report Template**

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| **Project Name** |  | |  | | |
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|  |  | |  | | |
| **Project Sponsor** | | **Project Manager** | | **Project Start Date** | **Project End Date** |
|  | |  | |  |  |

**Project Summary**

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**Review Of Business Case**

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| --- |
| Review of project initiation document / business case from the Starting Up a Project process (attached). |

**Review Of Objectives**

|  |  |
| --- | --- |
| **Target** | **Assessment** |
| * Time * Scope * Cost * Risks * Benefits * Quality |  |
| **Strategies** | **Assessment (How effective on a scale of 1–5?)** |
| * Communication * Risk * Configuration * Quality |  |

**Deliverables**

| **Planned** | **Actual** | **Comments** |
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**Expenses**

| **Project Phase** | **Planned Budget** | **Actual Costs** | **Comments** |
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**Schedule**

| **Key Milestones** | **Initial Deadline** | **Actual Completion** | **Comments** |
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**Lessons Learned / Recommendations**

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| Summary of lessons learned report (attached) |

**Overall Team Performance**

|  |
| --- |
| Summary of team performance |

**Approval**

| **Name** | **Title** | **Signature** | **Date** |
| --- | --- | --- | --- |
|  |  |  |  |

| **Name** | **Title** | **Signature** | **Date** |
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