

Project Closeout Report Template

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 Objectives

Target	Assessment
Strategies	Assessment (How effective on a scale of 1–5?)

Deliverables

Planned	Actual	Comments

Expenses

Project Phase	Planned Budget	Actual Costs	Comments

Schedule

Key Milestones	Initial Deadline	Actual Completion	Comments

Lessons Learned / Recommendations

Overall Team Performance

Approval

Name	Title	Signature	Date

Name	Title	Signature	Date

Name	Title	Signature	Date

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