**End Stage Report Template**

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

Executive Summary

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Notes

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Objectives

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

Updated Business Justification

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Deliverables

|  |  |
| --- | --- |
| Product | Status |
|  |  |

Follow-Up / Open Issues

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| --- | --- |
| Product | Status |
|  |  |

Team Performance

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Lessons Learned

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