

Project Completion Report

Project Title: _____

Project Overview:

Project Objective:

Initial Project Objective:

Agreed Changes to Project Objective:

Project Outcomes:

Deliverable/Milestone	Budgeted Cost	Final Cost	Scheduled Date	Final Date
Total				

Lessons Learned:

What Worked	What didn't Work	Ways to Improve	Milestone/phase

Project Title:	File Name:	Version:
		Date
Project Manager:	Project Sponsor:	Project Client:
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Issues and Risks Summary: