

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 |
|-----------------------|---------------|------------|----------------|------------|
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| | | | | |
| Total | | | | |

Lessons Learned:

| What Worked | What didn't Work | Ways to Improve | Milestone/phase |
|-------------|------------------|-----------------|-----------------|
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| Project Title: | File Name: | Version: | |
| | | Date | |
| Project Manager: | Project Sponsor: | Project Client: | Page: 1 of 2 |

Issues and Risks Summary: