



PROJECT REPORT TEMPLATE

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CERTIFYERA CONSULTING SERVICES

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Project Report

- Final Project Closure Report

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1. Project Overview

Project Name	Project Manager	Project Sponsor	Start Date	End Date	Budget	Key Stakeholders
[Project Name]	[Project Manager]	[Project Sponsor]	[Start Date]	[End Date]	[Budget]	[Stakeholders]

2. Project Objectives

Objective	Alignment with Organizational Goals
[Objective 1]	[Description]
[Objective 2]	[Description]
[Objective 3]	[Description]

3. Project Scope

Scope Description	Scope Changes
[Description]	[Changes]

4. Project Deliverables

Deliverable	Status	Deviation from Plan
[Deliverable 1]	[Status]	[Deviation]
[Deliverable 2]	[Status]	[Deviation]
[Deliverable 3]	[Status]	[Deviation]

5. Project Timeline

Original Timeline	Actual Timeline	Key Milestones	Delays and Reasons
[Timeline]	[Timeline]	[Milestones]	[Delays]

6. Budget Analysis

Original Budget	Actual Costs	Variance Analysis	Reasons for Overruns/Savings
[Budget]	[Costs]	[Analysis]	[Reasons]

7. Risks and Issues

Risks Identified	Risks Occurred	Issues Encountered	Resolution
[Risk 1]	[Risk 1]	[Issue 1]	[Resolution]
[Risk 2]	[Risk 2]	[Issue 2]	[Resolution]

8. Successes and Challenges

Successes	Challenges	How Challenges Were Addressed
[Success 1]	[Challenge 1]	[Addressed]
[Success 2]	[Challenge 2]	[Addressed]

9. Lessons Learned

Lessons Learned	Recommendations for Future Projects
[Lesson 1]	[Recommendation 1]
[Lesson 2]	[Recommendation 2]

10. Stakeholder Feedback

Stakeholder	Feedback	Actions Taken/Planned
[Stakeholder 1]	[Feedback]	[Actions]
[Stakeholder 2]	[Feedback]	[Actions]

11. Project Evaluation

Evaluation Against Objectives	Unresolved Issues	Outstanding Work
[Evaluation]	[Issues]	[Work]

12. Final Project Status

Closure Date	Deliverables Accepted	Resources Released
[Date]	[Yes/No]	[Yes/No]

13. Appendices

Document	Description
Project Charter	[Description]
Final Project Schedule	[Description]
Final Budget Report	[Description]
Risk and Issue Log	[Description]
Stakeholder Feedback Forms	[Description]

14. Sign-off

Project Manager's Signature	Date	Project Sponsor's Signature	Date
[Signature]	[Date]	[Signature]	[Date]