

< **PROJECT CLOSEOUT REPORT** >

Project Manager:		Charter creation date:	
Project Sponsor:		Charter approval date:	

1.0 Schedule Actuals

Planned Project Start Date:	Planned Project Finish Date:
Project Start Date:	Project Finish Date:
Schedule Performance = Actual Total Weeks - Planned Total Weeks. Provide reason for variance.	

2.0 Project Scope Actuals

Actual Project Scope	Complete
Milestone:	<input type="checkbox"/>
Milestone:	<input type="checkbox"/>
Milestone:	<input type="checkbox"/>
Milestone:	<input type="checkbox"/>
Milestone:	<input type="checkbox"/>
Provide reason for any incomplete or additional deliverables	

3.0 Project Financials

Planned	Actual	Variance
CAPEX	\$	\$
One-Time Expense	\$	\$
Others	\$	\$
Provide reason for any variance.		

4.0 Lessons Learned

4.1 What went right?

4.2 What went wrong?

4.3 What could be improved?

Project Related Signatures

We hereby certify that the information presented for this initiative is accurate, and that the work for this project has been completed according to the plan that was established.

Project Sponsor < >	Project Manager < >