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Project Name: [Project Name]

Completion Date: [Date]

Project Manager: [Name]

Overview of the Project's Objectives: [Brief summary of original project goals and scope]

Final Deliverables:

- [Deliverable delivered]
- [Deliverable delivered]
- [Deliverable delivered]

Budget Analysis:

- Final Budget: [Amount]
- Original Budget: [Amount]
- Variance: [Over/Under by amount and percentage]

Timeline Adherence:

- Planned Completion: [Date]
- Actual Completion: [Date]
- Variance: [Days ahead/behind schedule]

Overall Performance Against Initial Goals: [Assessment of how well the project met its original objectives]

Achievements & Lessons Learned:

- [Key achievement or lesson]
- [Key achievement or lesson]
- [Key achievement or lesson]

Unresolved Issues:

- [Issue and recommended follow-up]
- [Issue and recommended follow-up]
- [None]

Recommendations for Future Projects:

- [Process improvement recommendation]
- [Process improvement recommendation]
- [Process improvement recommendation]