|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name:** | | |  | |
| **Project Stakeholder:** | | |  | |
| **Project Team** | | | | |
| **Project Administrator:** | |  | | |
| **Project Manager:** | |  | | |
| **Project Members:** | |  | | |
| **Date Closed:** | |  | | |
| **Project Scope:** | **Planned** | | | **Achieved** |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
| **Project Objectives:** | **Planned** | | | **Achieved** |
|  | | |  |
|  | | |  |
|  | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | |  |
| **Deliverables Not Achieved:** | **Planned** | | | | **Notes** | |
|  | | | |  | |
|  | | | |  | |
| **Project Parameters** | | **Planned** | | **Achieved** | | |
| **Timeframe:** | |  | |  | | |
| **Estimated Cost(s):** | |  | |  | | |
| **Final Reporting:** | | The report has gone to: | | | | |
| **Sign Off - Project Closure** | | | | | | |
| **Stakeholder**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name, Company** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date** | | | |
| **Project Administrator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name, Company** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date** | | | |