# Project Completion Report Template

When preparing a project completion report, use this template as a starting point.

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| Project name: | Date of report: |
| Completion data –  | Cost information: |
| Delivery date against planned: |
| Team performance: |
| Quality achievements: |
| Initial benefits (if any): |
| Lessons learned –  | Keep: [What did we do well?] |
| Stop: [What should we stop doing? |
| Start: [What should we start doing differently next time?] |
| Additional comments from project manager: [Do not replicate items from lessons learned. Include only additional pertinent info.] |