# 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.] | | |