**Final Project Report**

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| **Company Name:**  | **Project Name/number:**  |
| **Date:**  | **Supervisor:** |

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| Key steps and procedures that lead to the project’s success:  |
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| Unforeseen problems that occurred during the project and how they were resolved: |
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| Future project recommendations: |
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**Client Satisfaction**

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| **Project Duration** | Expected Completion Date: | Actual Completion Date:  |

Total Increase/Decrease in Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
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| **Project Cost** | Estimation: | Actual Cost:  |

Total Increase/Decrease in Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Overall, was the client satisfied?**Yes No**Comments:** |