**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:** |