Project Final Report

**Project Information**

|  |  |
| --- | --- |
| **Project Name** | **Project Location** |
|  |  |
| **Project Start Date** | **Project End Date** |
|  |  |
| **Project Scope of Work** | |
|  | |
| **Project Overview** | |
|  | |

**Project Team**

|  |  |  |
| --- | --- | --- |
| **Name** | | **Title** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

**Subcontractors**

|  |  |  |
| --- | --- | --- |
| **Company Name** | | **Scope of Work** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |

**Scheduling**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Planned Finish Date** | **Actual Finish Date** | **Variance  (in days)** | **On Schedule** | **Ahead of Schedule** | **Behind Schedule** |
|  |  |  |  |  |  |

**Budget**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Approved Budget** | **Spent Budget** | **Variance (in $)** | **On Budget** | **Under Budget** | **Over Budget** |
|  |  |  |  |  |  |

**Successes**

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|  |

**Problem Areas**

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|  |

**Future Project Considerations**

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Project Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_