

# Post-Engagement Client Experience Report

Client Name: \_\_\_\_\_

Project/Service: \_\_\_\_\_

Date of Engagement Completion: \_\_\_\_\_

Report Date: \_\_\_\_\_

## 1. Executive Summary

Provide a concise overview of the engagement, outcomes, and overall client experience.

## 2. Objectives & Scope

- Objective 1: \_\_\_\_\_
- Objective 2: \_\_\_\_\_
- Scope Covered: \_\_\_\_\_

## 3. Key Deliverables

Deliverable	Status	Notes
Deliverable 1	Completed/Not Completed	_____
Deliverable 2	Completed/Not Completed	_____

## 4. Feedback Summary

### Client Feedback:

- What went well: \_\_\_\_\_
- Areas of improvement: \_\_\_\_\_
- Additional comments: \_\_\_\_\_

## 5. Measurable Outcomes

Metric / KPI	Target	Achieved
_____	_____	_____
_____	_____	_____

## 6. Lessons Learned

- \_\_\_\_\_
- \_\_\_\_\_

## 7. Next Steps / Recommendations

- \_\_\_\_\_
- \_\_\_\_\_

## 8. Sign-off

**Prepared By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Client Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_