

Project Closeout Progress Report

Project Name:	_____	Project Manager:	_____
Report Date:	_____	Project ID/Number:	_____
Client/Stakeholder:	_____	Project Sponsor:	_____

1. Executive Summary

Brief overview of project completion, status, and major achievements.

2. Deliverables Checklist

Deliverable	Status	Completion Date	Comments
_____	• Completed • Pending	_____	_____
_____	• Completed • Pending	_____	_____
_____	• Completed • Pending	_____	_____

3. Final Project Performance Summary

Performance Area	Actual	Planned	Variance
Schedule	_____	_____	_____
Budget	_____	_____	_____
Scope	_____	_____	_____

4. Outstanding Items / Open Issues

Description	Owner	Status	Resolution Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Lessons Learned

Summary of key lessons, challenges, and recommendations for future projects.

6. Attachments / Supporting Documentation

- _____
- _____
- _____

Approved By
(Project Sponsor/Client)