

Project Closeout Progress Report

Project Name:	<div></div>	Project Manager:	<div></div>
Report Date:	<div></div>	Project ID/Number:	<div></div>
Client/Stakeholder:	<div></div>	Project Sponsor:	<div></div>

1. Executive Summary

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

2. Deliverables Checklist

Deliverable	Status	Completion Date	Comments
<div></div>	âž• Completed âž• Pending	<div></div>	<div></div>
<div></div>	âž• Completed âž• Pending	<div></div>	<div></div>
<div></div>	âž• Completed âž• Pending	<div></div>	<div></div>

3. Final Project Performance Summary

Performance Area	Actual	Planned	Variance
Schedule	<div></div>	<div></div>	<div></div>
Budget	<div></div>	<div></div>	<div></div>
Scope	<div></div>	<div></div>	<div></div>

4. Outstanding Items / Open Issues

Description	Owner	Status	Resolution Date
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>

5. Lessons Learned

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

6. Attachments / Supporting Documentation

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Approved By
(Project Sponsor/Client)