Project closeout report

FORM TEMPLATE

Name _____ Role _____ Date _____

* Required

Project *

Delivered on time? *

☐ Yes ☐ No

Budget *

Actual cost *

What went well *

What to improve *

Client rating

1 is poor, 5 is excellent.

○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Handover done? *

Logins, files and documentation passed to the client.

☐ Yes ☐ No

For the reviewer

Reviewed by _____ Decision _____ Date _____ Notes _____