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| **[A picture containing text  Description automatically generated](https://www.smartsheet.com/try-it?trp=11410&utm_source=integrated+content&utm_campaign=/content/project-summary-templates&utm_medium=End-of-Project+Summary+Report+doc+11410&lpa=End-of-Project+Summary+Report+doc+11410&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)END OF PROJECT SUMMARY REPORT TEMPLATE** | | |
| **PROJECT NAME** | | |
|  | | |
| **PROJECT MANAGER** | **DATE PREPARED** |  |
|  |  |  |
|  |  |  |
| PROJECT DESCRIPTION | | |
| Brief Description of the Project | | |
|  | | |
| What was the original criteria for project success? | | |
|  | | |
| Was the project completed according to the original expectation? | | |
|  | | |
| Additional Comments | | |
|  | | |
| PROJECT OBJECTIVES | | |
| **OBJECTIVE** | **DATE OF COMPLETION** | **RESPONSIBLE PARTY** |
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| PROJECT ACHIEVEMENTS |
| What were the major accomplishments? |
|  |
| What methods worked well? |
|  |
| What helped you accomplish the project? |
|  |
| Additional Comments |
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| PROJECT CHALLENGES |
| What elements of the project went wrong? |
|  |
| What specific processes need improvement? |
|  |
| How can you improve these processes in the future? |
|  |
| What were the key problems areas (i.e., budgeting, scheduling, etc.)? |
|  |
| List any technical challenges. |
|  |
| Additional Comments |
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| POST-PROJECT TASKS / FUTURE CONSIDERATIONS |
| List any continuing development and maintenance objectives. |
|  |
| What actions do you still need to complete, and who is responsible for completing them? |
|  |
| List any additional outstanding project items. |
|  |
| Additional Comments |
|  |

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| ADDITIONAL NOTES |
| Comments |
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| PROJECT CLOSE ACCEPTANCE | | |
|  |  |  |
| **PROJECT MANAGER NAME** | **DATE** | **PROJECT MANAGER SIGNATURE** |
|  |  |  |
|  |  |  |
| **SPONSOR NAME** | **DATE** | **SPONSOR SIGNATURE** |
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