

Project Closeout Report

Project Name: Project Name

Agency: Agency Name

Business Unit/Program Area: Business Unit

Project Sponsor: Sponsor Name

Project Manager: PM Name

Project Objectives	Measurements	
	Met/ Not Met	Description

Schedule Objectives			
Met/ Not Met	Scheduled Completion Date	Actual Completion Date	Variance

Budget Objectives			
Met/ Not Met	Baseline Budget	Actual Expenditures	Variance

Major Scope Changes

Lessons Learned

Success Story