# Document Information

|  |  |
| --- | --- |
| **Project name:** | The name of your project |
| **Issue date:** | When the report was issued |
| **Author:** | Normally, the name and title of the Project Manager |
| **Approver:** | Normally, the Project Board members |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval

|  |  |
| --- | --- |
| **Date** | **Name and Signature** |
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# Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

# Justification of the project

Provide a short analysis of the current justification of the project based on the Business Case.

# Project Objectives

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Target** | **Tolerance** | **Actual** |
| **Scope** |  |  |  |
| **Time** |  |  |  |
| **Cost** |  |  |  |
| **Quality** |  |  |  |
| **Risks** |  |  |  |
| **Benefits** |  |  |  |

# Products

|  |  |
| --- | --- |
| **Product** | **Status** |
| Name of the product | Quality records, approval records, explanation about off-specifications, and possible handovers. |
|  |  |
|  |  |

# Team Performance

A short description of the team performance.

# Follow-on Action Recommendations

|  |  |
| --- | --- |
| **Unfinished work or open issue/risk** | **Owner** |
| Item | Suggested owner, if any |
|  |  |

# Lessons Learned

|  |
| --- |
| **Lesson Learned** |
| Describe one lesson per row. |
|  |
|  |

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