PROJECT DETAILS

Project Name: Click here to enter text.

Project Team Lead: Click here to enter text.

Project Manager: Click here to enter text.

**Estimated Project Timeline:** Click here to enter text.

**Actual Project Timeline:** Click here to enter text.

**Overall Status:** Click here to enter text.

PROJECT CLOSEOUT SUMMARY

STATUS PER PHASE

Phase 1: Initiation – Complete:

Phase 2: Planning – Complete:

Phase 3: Implementation – Complete:

The following summarizes what went well with the project:

The following summarizes what could have been improved with the project:

Phase 4: Closeout – Complete: