

Final Project Report Outline

Project Name:	Project Reference/ID No.:	Preparer's Name:	Preparer's Signature:
Customer:	Customer Contact:	Contact Phone No.:	Date Prepared:

1.0 EXECUTIVE SUMMARY

- A. Scope Statement**
- B. Project Review**
- C. Customer Satisfaction Review and Sign-off Status**
- D. Project Transition Review and Closeout Status**

2.0 SCHEDULE ISSUES/SCHEDULE ACCELERATION REQUIREMENTS

3.0 FINANCIAL ISSUES/STATUS OF FINAL BUDGETARY FUNDING

4.0 SPECIFICATIONS AND TECHNICAL ISSUES

5.0 ADMINISTRATIVE AND CONTRACTUAL CLOSEOUT PLANS

6.0 APPENDIXES

A. Schedule:

- 6.A.1 Gantt charts**
- 6.A.2 Network Diagrams**

B. Financial Issues:

- 6.B.1 Final Invoices**
- 6.B.2 Billing Reconciliation**

C. Specifications:

- 6.C.1 Specification Documentation**
- 6.C.2 Engineering Drawings**
- 6.C.3 Technical Changes**
- 6.C.4 Other Support Documentation**