

Project Annual Evaluation Report

Project Information

Project Name	_____
Project Manager	_____
Reporting Period	_____
Date of Report	_____

Executive Summary

Objectives & Deliverables

Objective/Deliverable	Status	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Milestones & Timeline

Milestone	Planned Date	Actual Date	Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Budget Summary

Budget Item	Allocated	Spent	Variance
_____	_____	_____	_____

Key Achievements

- _____
- _____
- _____

Challenges & Lessons Learned

- _____
- _____
- _____

Recommendations & Next Steps

- _____
- _____
- _____

Prepared by:

Approved by:

Date: _____

Date: _____
