

Project Finalization Report

1. Project Overview

[Provide a brief summary of the project, its objectives, and key stakeholders]

2. Project Deliverables

- [List of final deliverables submitted]*

3. Final Schedule and Milestones

[Summary of schedule and major milestones achieved]

4. Budget Summary

[Overview of final budget, including variances if any]

5. Lessons Learned

- [List key lessons learned during the project]*

6. Outstanding Issues

- [Any remaining issues or risks]*

7. Recommendations

[Suggestions for future projects]

8. Approval & Sign-off

[Names, signatures, and dates of responsible parties]