**PROJECT STATUS REPORT**

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| **PROJECT TITLE** |
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| **Moderator** | **Date Prepared** |
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| **Project Overview** |
| What were the original goals and objectives of the project? |
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| What was the original criteria for project success? |
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| Was the project completed according to the original expectation? |
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| **Additional Comments** |
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| **PROJECT HIGHLIGHTS** |
| **What were the major accomplishments?** |
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| **What methods worked well?** |
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| **What was found to be particularly useful to accomplish the project?** |
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| **Additional Comments** |
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| **PROJECT CHALLENGES** |
| **What elements of the project went wrong?** |
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| **What specific processes need improvement?** |
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| **How can these processes be improved in the future?** |
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| **What were the key problems areas (i.e., budgeting, scheduling, etc.)?** |
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| **List Any Technical Challenges** |
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| **Additional Comments** |
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| **POST-PROJECT TASKS / FUTURE CONSIDERATIONS** |
| **List any continuing development and maintenance objectives.** |
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| **What actions still need to be completed, and who is responsible for completing them?** |
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| **List any additional outstanding project items.** |
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| **Additional Comments** |
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| **PLANNING PHASE** |
| **Lesson Learned** | **Achieved?** | **Comments** |
| Project Plans and Scheduling were well-documented, with adequate structure and detail. |  |  |
| Project Schedule contained all elements of the project. |  |  |
| Tasks were clearly defined. |  |  |
| Stakeholders had adequate input in the planning process. |  |  |
| Requirements were gathered and clearly documented. |  |  |
| Criteria were clear for all phases of the project. |  |  |
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| **Additional Comments** |
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| **EXECUTION** |
| **Lesson Learned** | **Achieved?** | **Comments** |
| Project reached its original goals. |  |  |
| Unexpected changes that occurred were of manageable frequency and immensity. |  |  |
| Project baselines (i.e., time, scope, cost) were thoughtfully managed. |  |  |
| Fundamental project management processes (i.e., risk and issue management) were efficient. |  |  |
| Project progress was tracked and reported in an accurate, organized manner. |  |  |
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| **Additional Comments** |
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| **HUMAN FACTORS** |
| **Lesson Learned** | **Achieved?** | **Comments** |
| Project Manager reported to the appropriate parties. |  |  |
| Project Management was effective. |  |  |
| Project Team was organized and adequately staffed. |  |  |
| Project Manager and team received proper training. |  |  |
| There was efficient communication among project team members. |  |  |
| Functional areas collaborated effectively. |  |  |
| Conflicting goals did not cause interdepartmental problems. |  |  |
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| **Additional Comments** |
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| **OVERALL** |
| **Lesson Learned** | **Achieved?** | **Comments** |
| Original cost and schedule projections were accurate. |  |  |
| Deliverables were presented on time within amended schedule. |  |  |
| Project was concluded within the amended budget. |  |  |
| Change Control was constructive. |  |  |
| External dependencies were known and handled effectively. |  |  |
| Needs of the customer were met. |  |  |
| Objectives of the project were met. |  |  |
| Objectives of the business were met. |  |  |
| **Additional Comments** |
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| **PROJECT CLOSE ACCEPTANCE** |
| **Project Manager Name** | **Date** | **Project Manager Signature** |
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| **Sponsor Name** | **Date** | **Sponsor Signature** |
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