[](https://www.smartsheet.com/try-it?trp=11340&utm_source=integrated+content&utm_campaign=/content/project-sign-off-templates&utm_medium=Simple+Project+Closeout+Report+doc+11340&lpa=Simple+Project+Closeout+Report+doc+11340&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**SIMPLE PROJECT CLOSEOUT REPORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT NAME |  | |  | | |
|  | | | | | |
|  |  | |  | | |
| PROJECT SPONSOR | | PROJECT MANAGER | | PROJECT START DATE | PROJECT END DATE |
|  | |  | |  |  |

PROJECT SUMMARY

|  |
| --- |
|  |

PROJECT ROLES & RESPONSIBILITIES

| NAME | ROLE | RESPONSIBILITIES |
| --- | --- | --- |
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DELIVERABLES

| PLANNED | ACTUAL | COMMENTS |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
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EXPENSES

| PROJECT PHASE | PLANNED BUDGET | ACTUAL COSTS | COMMENTS |
| --- | --- | --- | --- |
|  |  |  |  |
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SCHEDULE

| KEY MILESTONES | INITIAL DEADLINE | ACTUAL COMPLETION | COMMENTS |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

LESSONS LEARNED / RECOMMENDATIONS

|  |
| --- |
|  |

APPROVAL

| NAME | TITLE | SIGNATURE | DATE |
| --- | --- | --- | --- |
|  |  |  |  |

| NAME | TITLE | SIGNATURE | DATE |
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| NAME | TITLE | SIGNATURE | DATE |
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