

Project title:		Date prepared :
Project Manager :		
Project description :	<ul style="list-style-type: none"> Provide a summary level description of the project. This information can be copied from the Project Charter. In the case of an incremental development effort, treat each phase of a project as a completed "mini-project" within the overall project development. 	

1.- Performance Summary.

Scope.

- Describe the scope objectives needed to achieve the planned benefits of the project or phase.
- Document the specific and measurable criteria needed to complete the scope objectives.
- Provide evidence that the completion criteria, was met.

Project objectives or Project baseline.	Completion or Success Criteria.	How met / or variances.

Quality.

- Describe the quality objectives and criteria needed to achieve the planned benefits of the project or phase.
- Document the specific and measurable criteria needed to meet the product and project or phase quality objectives

Project objectives or Project baseline.	Completion or Success Criteria.	How met / or variances.

Project Closure Report.

Doc -

Project title:		Date prepared :
Project Manager :		

1.- Performance Summary.

Time.

- Describe the schedule objective needed to achieve the timely completion on the project.
- Document the specific dates that needed to be met , to meet the schedule objectives.
- This may include milestone delivery dates. Identify the date of deliverable delivery

Project objectives or Project baseline.	Completion or Success Criteria.	How met / or variances.

Cost.

- Describe the cost objectives needed to achieve the planned expenditures for the project or phase".
- Document the specific amount or range that indicates budgetary success.
- Enter the final project or phase costs.

Project objectives or Project baseline.	Completion or Success Criteria.	How met / or variances.