

System Integration Project Closeout Report (Engineering)

Project Name	
Project Manager	
Project ID	
Client/Stakeholder	
Date	

1. Executive Summary

2. Project Objectives

3. Scope Summary

4. Major Deliverables

Deliverable	Description	Date Completed

5. Schedule Summary

Planned Start Date:
Actual Start Date:
Planned Completion Date:
Actual Completion Date:

6. Budget Summary

Item	Budgeted	Actual	Variance

7. Lessons Learned

- 1.
- 2.
- 3.

8. Open Issues & Recommendations

- 1.
- 2.

9. Sign-off

Name	Role	Signature	Date
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