**Close-Out Report Template**

This report confirms that Project X has been completed with the following scope:

Adherence to project baseline:

The project was/was not delivered per the approved scope.

Comments:

The project was/was not delivered per the approved timeline.

Comments:

The project was/was not delivered per the approved budget

Comments:

The project was/was not delivered per the target quality.

Comments/Action Plan:

Submitted by Project Manager on Behalf of Project Team