

Projectbase 3.0 – Final report

Final report

Project name			
Client/sponsor			
Project manager			
Project verified according to project plan	Completed	Date	comments
Result verified according to requirement specification			
Project group terminated			
Costs booked and acknowledged			
Remaining activities transferred to	Activities New project Administration organization		Date
Follow-up of wanted business impact	Venue		Date
Comments and reason if project was abandoned prematurely			
Project manager has been granted a discharge	Yes Yes, when above mentioned activities are executed or transferred No		
Approved by			Date
Appendix	Final report Actual costs Follow-up plan Administration plan Warrantee obligations		