Project Management Foundations



with Bonnie Biafore

Project Name:

Project manager:

# Project Summary

Summarize the project: what did it accomplish? Was it on time and within budget? If not, what were the main reasons why?

# Schedule

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**Baseline finish date Actual finish date Interim delivery dates Variance**

**Explain the reason for variances**

# Cost

**Baseline cost Final cost Variance Variance %**

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# Quality and Customer Satisfaction

The project customer is pleased with the project results. He will review client feedback after the first six months of center operations are complete. If the feedback meets the 80% positive criteria, he will plan updates to conference centers in other locations.

# Risks and Issues

Describe risks, how you handled them, and the results.

Identify risks that weren’t included in the original risk management plan.

**Lessons Learned**

**Project Management Processes**