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## Report details for the Event - David Smith 12345

David Smith 12345 - Admin Template

25/07/2024

### Project Manager Details


Question	Answer
<i>First Name</i>	David
<i>Last Name</i>	Smith
<i>Contact Email</i>	davesmith123###@gmail.com
<i>Contact Tel Number</i>	01234 567890

### Project Details



Question	Answer
<i>Project title</i>	Hannover Lodge
<i>Project Serial Number</i>	12345
<i>GPS Location</i>	54°7'45"N 6°5'36"W
<i>Scheduled Work Project Completion Date</i>	11/07/2024
<i>Work Completion Date</i>	25/07/2024
<i>Scheduled Project Closure Date</i>	29/07/2024


Question	Answer
<i>Project Closure Date</i>	01/08/2024

### Actions


Question	Answer
<i>Have individual teams completed all deliverable obligations?</i>	Yes
<i>Name of Owner</i>	Ian Wright
<i>Due Date</i>	25/07/2024
<i>Status</i>	Complete
<i>Comments &amp; Images</i>	
<i>Have all outcomes met standards and been approved?</i>	Yes
<i>Name of Owner</i>	Ian Wright and George Rogers
<i>Due Date</i>	25/07/2024
<i>Status</i>	Complete
<i>Have all operations, comprehension and analysis been transferred?</i>	Yes
<i>Name of Owner</i>	Ian Wright

Question	Answer
<i>Due Date</i>	11/07/2024
<i>Status</i>	Complete
<i>If transferring project to a new project manager, have they received an up to date project plan?</i>	No
<i>Name of owner</i>	George Rogers
<i>Due Date</i>	25/07/2024
<i>Status</i>	N/A
<i>Have all concerned parties been informed of current project status?</i>	Yes
<i>Name of Owner</i>	George Rogers
<i>Due Date</i>	25/07/2024
<i>Status</i>	Complete
<i>Are the project accounts and billing finalised?</i>	No
<i>Name of Owner</i>	Ian Wright
<i>Due Date</i>	11/08/2024
<i>Status</i>	Incomplete

Question	Answer
<p><i>Comments &amp; Images</i></p>	 <p><b>Comments:</b> Awaiting roof materials costings. Contractor to provide</p>
<p><i>Has a post-project assessment been completed?</i></p>	<p>Yes</p>
<p><i>Name of Owner</i></p>	<p>Ian Wright and George Rogers</p>
<p><i>Due Date</i></p>	<p>29/07/2024</p>
<p><i>Status</i></p>	<p>Complete</p>
<p><i>Has the performance been assessed and feedback provided to the team members?</i></p>	<p>Yes</p>
<p><i>Name of Owner</i></p>	<p>Gary Hill</p>
<p><i>Due Date</i></p>	<p>15/07/2024</p>
<p><i>Status</i></p>	<p>Complete</p>
<p><i>Comments &amp; Images</i></p>	 <p><b>Comments:</b> Debriefed team after all snagging lists completed</p>
<p><i>Has a review of lessons learned been conducted?</i></p>	<p>Yes</p>

Question	Answer
<i>Name of Owner</i>	Gary Hill
<i>Due Date</i>	17/07/2024
<i>Status</i>	Complete
<i>Comments &amp; Images</i>	 <p><b>Comments:</b> Discussed block work and roofing</p>
<i>Project close-off report been complete?</i>	Yes
<i>Name of Owner</i>	George Rogers
<i>Due Date</i>	22/07/2024
<i>Status</i>	Complete
<i>Has all project documentation been submitted and archived?</i>	No
<i>Name of Owner</i>	Samantha Cooley
<i>Due Date</i>	10/08/2024
<i>Status</i>	Incomplete

**Project Manager Signature**

Question	Answer
<i>Signature</i>	
<i>Date &amp; Time</i>	05/08/2024