

**Summary Report Template**

***Company Name Here***

|  |  |
| --- | --- |
| **Coordinator** | [Name] |
| **Participants** | [Names] |
| **Facilitator** | [Name and His Role] |
| **Metrics** |  |

Address Line 1

Address Line 2

Phone: 555-555-5555

Website: www.websiteaddress.com

**Summary Report**

**Things That Were Well**

|  |  |
| --- | --- |
| **Business Issues** |  |
| **Requirements** |  |
| **Process** |  |
| **Project Management** |  |
| **Technology** |  |
| **Other Info** |  |
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**Things That Were About to Go Well**

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| --- | --- |
| **Business Issues** |  |
| **Requirements** |  |
| **Process** |  |
| **Project Management** |  |
| **Technology** |  |
| **Other Info** |  |
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**Things That Were of Surprising Nature**

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| --- | --- |
| **Business Issues** |  |
| **Requirements** |  |
| **Process** |  |
| **Project Management** |  |
| **Technology** |  |
| **Other Info** |  |
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**Report Submitted BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed By

**New Things Learnt**

|  |  |
| --- | --- |
| **Things to Keep** |  |
| **Things to Change** |  |
| **New Things Required** |  |
| **Others** |  |
|  |  |
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|  |  |

**New Things Learnt**

|  |  |
| --- | --- |
| **Business Issues** |  |
| **Requirements** |  |
| **Process** |  |
| **Project Management** |  |
| **Technology** |  |
| **Other Info** |  |
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