**Business**

**Logo**

Address Line 1

Address Line 2

Phone: 555-555-5555

Website: <https://www.reportexamples.com/>

**Business Name**

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

**Summary Report**

**Things That Were Well**

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

**Things That Were About to Go Well**

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

**Things That Were of Surprising Nature**

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

**Report Submitted BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Name)

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

Signed By

**New Things Learnt**

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

**New Things Learnt**

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