# Sample Final Panel Project Report

# Project Title

# Agreement #

***Date (either due date or actual date)***

**Project Overview**

Background and Summary

**Project Results (including graphs, graphics, other visual metrics)**

Identify project results over the course of the project listing major accomplishments. Highlight evidence of value (return on investment, savings, cost avoidance, TRL increase, etc.) as a result of this project. Include both actual savings/cost avoidance realized and potential savings/cost avoidance that can be estimated in quantifiable terms. Describe any problems or issues the project team is currently experiencing with regard to technical progress.

**Technology Transfer and Implementation (including demonstrations and workshops)**

Report on project progress relative to the planned schedule, identifying any issues that put the project at risk in terms of schedule. If none simply indicate the project is proceeding on schedule.

**Conclusion and Recommendations**

Summarize project objectives, how objectives were met, impact to industry and Navy and future plans. Include any issues, concerns or hurdles encountered during the project – indicate if those issues were resolved and how. If there was no resolution, identify methods or procedures that may provide solutions.