

*IEEE-USA
Professional Activities
Final Project Report Form*

1. Project Title	
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2. Sponsoring Section/Council/Area/Chapter	Region

3. Project Manager Address/Phone	4. Additional Project Information
Name	Starting Date
Address	Completion Date
	Project Location
Tel	# IEEE Members who participated or benefitted from the project
FAX	
E-Mail	

5. Project Financial Report			
COST		FUNDING SOURCES	
Budgeted Cost	\$	Regional Funds	\$
Actual Cost	\$	Section Funds	\$
Surplus (Deficit)	\$	Project Income	\$
		Other	\$
If deficit, are you requesting additional Regional Professional Activities Funds? (yes/no)			

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6. Summary of Project Results

Describe your professional activities project (refer to original Project Plan and Financing Request Form). Include information such as the following: Were the project activities carried out as planned? Did they accomplish their intended objectives? What additional activities had to be undertaken? Was the project completed on schedule? If not, what caused the delay? What problems were encountered, and how were they resolved? (Attach additional sheets if necessary)

7. What advice would you give to other IEEE entities wishing to undertake similar projects?

13. Project Approval

Submitted By: (Section PACE Project Manager)

Approved By: (Regional PACE Coordinator)

Date:

Date: