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| **Project Title:** | **Date Prepared:** |
| **Project Manager:** | **Contract Representative:** |

**Vendor Performance Analysis**

|  |  |
| --- | --- |
| **What Worked Well:** | |
| **[Scope](#Scope" \o "Describe aspects of contract scope that were handled well.)** |  |
| **[Quality](#Quality" \o "Describe aspects of product quality that were handled well.)** |  |
| **[Schedule](#Schedule" \o "Describe aspects of the contract schedule that were handled well.)** |  |
| **[Cost](#Cost" \o "Describe aspects of the contract budget that were handled well.)** |  |
| **[Other](#Other" \o "Describe any other aspects of the contract or procurement that were handled well.)** |  |
| **What Can Be Improved:** | |
| [**Scope**](#Scope) |  |
| [**Quality**](#Quality) |  |
| [**Schedule**](#Schedule) |  |
| [**Cost**](#Cost) |  |
| [**Other**](#Other) |  |

**Record of Contract Changes**

|  |  |  |
| --- | --- | --- |
| **[Change ID](#Change_ID" \o "Enter the change identifier from the change log.)** | **[Change Description](#Change_Description" \o "Enter the description from the change log.)** | **[Date Approved](#Date_Approved" \o "Enter the date approved from the change log.)** |
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**Record of Contract Disputes**

|  |  |  |
| --- | --- | --- |
| **[Description](#Description" \o "Describe the dispute or claim.)** | **[Resolution](#Resolution" \o "Describe the resolution.)** | **[Date Resolved](#Date_Resolved" \o "Enter the date the dispute or claim was resolved.)** |
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Date of Contract Completion

Signed Off by

Date of Final Payment