End of Project Report

[Project Name]

*Purpose of document*

* *Review, during project closure, of how the project went when compared to the Project Initiation Documentation used to authorise it.*
* *Passing on of any lessons that can be usefully applied to other projects and the passing on of details of unfinished work, ongoing risks or potential product upgrades or modifications to the team that will support it.*

*The End of Project Report is derived from the following documents: Project Initiation Documentation; Business Case; Project Plan; Benefits Review Plan; Issue Register, Quality Register and Risk Register; Lessons Report and End Stage Reports (and Exceptions Reports, if applicable).*

Approvals

|  |  |  |
| --- | --- | --- |
| **Role** | **Name(s)** | **Date signed** |
| Project Sponsor | *e.g. Name &**Title* | *DD/MM/YYYY* |
| Senior User |  |  |
| Senior Supplier |  |  |

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Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version number** | **Description of version change** | **Date** | **Author** |
| *e.g. v0.1* | *Initial draft* | *DD/MM/YYYY* | *Name* |
|  |  |  |  |
|  |  |  |  |

# Executive Summary

*Summarises project performance against:*

* *areas outlined in the Project Initiation Document / Project Brief*
* *against the Business Case*

*Note any key messages: targets met, any deviations from time/scope/cost/benefit targets laid out in the PID or Brief.*

# Business Case

*Summarise what was laid out and approved in the project’s Business Case.*

*Explain any deviations (through governed change control) to key areas laid out in the case (e.g. scope, cost, time), what caused these to change and why.*

*Demonstrate if / how business case was monitored through project stages to ensure it remained viable and achievable.*

# Desired Outcomes

*Summarise what was laid out in the PID or Brief. Have desired outcomes been achieved, or are they on the path to success (and being handed over into BAU)?*

# Benefits

*Summarise the expected benefits; these should have been captured in Benefits Identification Tracker*

*Describe which (if any) benefits have been achieved to date and what benefits still to be measured and realised.*

*Link to the project’s Benefit Realisation documentation*

# Project Objectives

*Review of how the project performed against its planned targets and tolerances for time, cost, quality, scope, benefits and risk. Review the effectiveness of the project’s strategies and controls*

# Requirements

*Were high level requirements (defined in the PID) met?*

# Scope

*Was scope fulfilled by the project? Where scope has not been fulfilled, what is the plan to address these gaps post project? What scope was changed, why and who approved?*

# Cost

*Did project spend within budget? What costs changed, why and what happened? Was increase in cost approved, for example.*

# Plan and Approach

*Of the key milestones and activities that were planned for the projects, were they completed to the agreed plan or did they deviate, why and who approved? Were key deliverables approved by stakeholders? Was any planned work changed or missed, and why?*

*Were deliverables completed as expected?*

# Governance

*Were the roles and responsibilities laid out in the Project Terms of Reference fulfilled? Are there any lessons to be learned around project governance laid out at the start of the project and how the project was controlled?*

# Lessons Learned

*A review of what went well, what did not go well, and any recommendations for corporate or programme management consideration (and if the project was prematurely closed, then the reasons should be explained). This may be a separate document and referenced from this location*

*Link to the project’s Lessons Learned documentation.*

# Handover to Business As Usual

*Confirmation (in the form of acceptance records) by the divisional or service lead that their area will embed changes delivered by the project and maintain them moving forward.*

# Summary of Follow-on Actions & Recommendations

*Request for Project or Programme Board advice about who should receive each recommended action. The recommended actions are related to unfinished work, ongoing issues and risks, and any other activities needed to take the products to the next phase of their life.*