

## How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

## Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [...] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

## Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2* (Axelos Limited. (2017). *Managing Successful Projects with PRINCE2 (6th Edition)*. London: The Stationery Office Ltd.).

- Any abnormal situations are described, together with their impact.
- At the end of the project, all issues should either be closed or become the subject of a follow-on action recommendation.
- Any available useful documentation or evidence should accompany the follow-on action recommendation(s).
- Any appointed project assurance roles should agree with the report.

# End project report

## **Project:**

Release:

Date:

Author:

Owner:

Client:

Document Ref:

Version No:

# 1 Document history

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## 1.1 Document location

This document is only valid on the day it was printed. The source of the document will be found at this location – *[insert project folder structure]*

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## 1.2 Revision history

Date of this revision:

Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

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## 1.3 Approvals

Name	Signature	Title	Date of Issue	Version

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## 1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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## 2 Project manager's report

[Summarizes the project's performance.]

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## 3 Review of the business case

[Summarizes the validity of the project's business case, including:

- benefits achieved to date;
- residual benefits expected (post-project);
- expected net benefits;
- deviations from the approved business case.]

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## 4 Review of project objectives

[A 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.]

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## 5 Review of team performance

[In particular, provides recognition for good performance.]

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## 6 Review of products

- **Quality records** - Listing the quality activities planned and completed.
- **Approval records** - Listing the products and their requisite approvals.
- **Off-specifications** - Listing any missing products or products that do not meet the original requirements, and confirmation of any concessions granted.
- **Project product handover** – Confirmation (in the form of acceptance records) by the customer that operations and maintenance functions are ready to receive the project product.
- **Summary of follow-on action recommendations** - Request for project 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.

## **7 Lessons**

[A review of what went well, what went badly, and any recommendations for corporate, programme management or the customer consideration (if the project was prematurely closed, then the reasons should be explained).]