**1. Final Project Performance Report**

*Compare actual results against the project charter, scope, schedule, budget, and KPIs.*

**Sections & Content:**

1. **Executive Summary**
   * Snapshot of overall achievement
   * Key statistics: number of NGOs onboarded, % CRM access, % M&E pipeline completion
2. **Objective-by-Objective Scorecard**

| **Objective** | **Target** | **Achieved** | **RAG Status** | **Variant %** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| *(Including: cloud migration rate, CRM adoption %, reduction in manual M&E cycle time, system uptime, gender & regional data inclusion.)* |  |  |  |  |  |

1. **Scope Compliance & Change Log**
   * Base scope deliverables (e.g., 74 NGOs’ systems onboarded).
   * Summary of approved changes (change requests #14, #21, #27), impact on time/budget, and rationale.
2. **Schedule Performance Index (SPI)**
   * Gantt timeline of each major phase.
   * SPI and CPI calculation (e.g., delivery 5 % behind due to training delays).
3. **Budget Analysis & Cost Variance**
   * Expenditure breakdown vs. original USD 18.4 M budget (HR, training, licenses, infrastructure).
   * Variance explanations (e.g., −3 % in travel due to virtual trainings; +5 % in AWS credits for prolonged pilot).
4. **Risk & Issue Closure Extract**
   * Final disposition of 234 logged risks (resolved: 200; escalated: 12; closed: 22 as “accepted risk”).
   * Top 5 residual risks and ongoing mitigations.
5. **Quality & Compliance Scorecard**
   * UAT pass rate: 99 %.
   * Security audit results: 1 low‑risk finding closed; ISO 27001 checklist metrics 95 % compliant.
6. **Stakeholder Feedback Synopsis**
   * 480 users surveyed: 4.2/5 satisfaction.
   * Qualitative quotes summarizing system value, training quality, support.
7. **Benefits Realization**
   * Time saved in donor reporting: 35% faster in 45 NGOs.
   * Increase in immediate KPI submissions via mobile: +47%.
8. **Conclusion & Recommendations**

* Assessment vs. Go‑No-Go criteria.
* Suggested roadmap for next phase or scale-up.

*This structure aligns with PMI guidance for formal final project reports typically produced in the closing stage (turn0search15, turn0search24)*.