### End-project report

An end-project report is produced (say for a Project Board or Client) as part of (and towards the end of) a project. It is a brief summary of the project and its achievements. Therefore, you should relist your project’s objectives and critically (and ruthlessly) evaluate whether you met the objectives.

Note that projects rarely go perfectly, and an inability to find any real criticism will possibly be met with some suspicion. If your work is for a real client, try to involve them in this evaluation (and include details of their feedback).

* Describe the realisation of business objectives (either to-date or planned).
* Describe changes made during the project, their reasons and effects.

### The reflection

A reflection is often carried out shortly after a project is over. Here you critically evaluate aspects of the project (although you do not need to repeat any evaluations that were made as part of the project/end-project report). Aspects considered might include Business objectives, Project objectives, Product specification, Client interaction, Development process, Project management approach, Technologies, and your own performance. You should have an action plan to indicate how you would change things going forward.