

* Completing the Final Report:-

- It is a formal document summarizing the project from initiation to closure.
- It acts as a reference for stakeholders & future projects.

i) Objectives:-

- Document what was done, how it was done & what was achieved.
- Provide a clear summary for stakeholders.
- identify key metrics & results.

ii) Contents of a Final Report:-

a) Project Overview:-

- It contains Project title, sponsor, manager, timeline.
- also contains Goals & Objectives.

b) Performance Summary:-

- Scope: Was the work completed as agreed?
- Time: Was the project finished on time?
- Cost: Was the budget respected?
- Quality: Were quality standards met?

Ex:-

Metric	Planned	Actual	Status
1) Budget	\$200000	\$195000	Under
2) Duration	6 months	6.5 months	slight delay
3) Scope Delivered	100%	100%	Met

c) Milestones & Deliverables:-

- List out major milestones & when they were completed.
- Highlight any delays or accelerations.

d) Stakeholders Feedback:-

- Include feedback or survey results from clients, users or sponsors.

e) Risk & Issue log summary:-

- Summarize major issues & how they were addressed.

f) Success & Challenges:-

- Find out ~~three~~ factors such as what went particularly well (ex. early delivery, high quality). Also, what were the main challenges & how they were handled?

g) Recommendations:-

- Suggestions for future projects (tools, team composition, communication m/d's)

h) Appendices:-

- include supporting documents, chart, financials etc.