## Project Manager’s report

(Summarizing the project’s performance)

## Review of the Business Case

(Summarizing the validity of the project’s Business Case)

### Benefits achieved to date

* ***Residual benefits expected***
* (post-project)

### Expected net benefits

* ***Deviations from the approved Business Case***

**Review of 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)

## Review of Team Performance

(In particular, providing recognition for good performance)

## Lessons Report

(A review of what went well, what went badly, 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)

# Project Product Handover

(Confirmation (in the form of acceptance records) by the customer that operations and maintenance functions are ready to receive the project’s 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)Review of Products

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product Name** | **Quality Records**[**1**](#_bookmark0) | | **Approval Records**[**2**](#_bookmark1) | **Off-specifications**[**3**](#_bookmark2) |
| **Planned** | **Completed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Quality activities planned and completed
2. The Requisite approvals for each Product
3. Any missing products or products which do not meet the original requirements, and confirmation of any concessions granted