

projectName

**End of project report**

PHASE 3: EXPLORATION, ENGINEERING AND DEPLOYMENT

# Purpose of this document

DSDM handbook 8.6.2.3; Appendix C 5.2.3  
Document template version 0.4

* Review the success of the project against the delivery and deployment plans, specifically summarizing:
  + What was actually delivered
  + What was not delivered
* Any outstanding issues or actions for ongoing management.
* Record the overall cost of the project and compare this with the estimates from the Foundations Phase for delivering equivalent value.
* Record the formal acceptance of the final deployed solution by the business sponsor.
* To describe the controlled shutdown process for the project which will commence as soon as the end of project assessment is accepted.
* To summarize the key learning points with respect to the effectiveness of the development and management processes and the techniques for the project as a whole in line with the principles of DSDM.

# Quality criteria

* Does the end of project assessment:
  + Accurately reflect the performance of the project in terms of what has been delivered for what cost?
  + Explain any discrepancy between estimated and actual figures for effort and other costs accrued to deliver to date?
* Has the business sponsor formally accepted the solution as deployed and, if not, are the reasons for this clear?
* Is the controlled shutdown process clear and is there a high degree of confidence that it can be enacted smoothly?
* Have lessons been learned from analyzing process performance against the principles of DSDM and have actions been communicated for the benefit of the wider organization?

# Document sign-off

|  |  |  |  |
| --- | --- | --- | --- |
| RACI | Role | Name | Date |
| Responsible | **Project manager** |  | **yyyy-mm-dd** |
| Accountable | **Business sponsor\*** |  |  |
| Consulted | Team leader |  |  |
|  | Business analyst |  |  |
|  | Other stakeholders and participants |  |  |
| Verified | Business visionary |  |  |
|  | Technical coordinator |  |  |

\* In this context the Business Sponsor formally acknowledges that the final outcome of the project has been accepted and the project may now be closed.

# Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Version | Reason for change | Status | Date |
|  | 0.1.0 | Initial draft | Draft | yyyy-mm-dd |
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|  |  |  |  |  |

# 1. Review of project success

## *Review the success of the project against the delivery and deployment plans, specifically summarizing what was actually delivered, what was not delivered, and any outstanding issues or actions for ongoing management*

## What was delivered?

* Example

## What was not delivered?

* Example

## Outstanding issues

* Example

# 2. Overall cost

***Record the overall cost of the project and compare this with the estimates from the foundations Phase for delivering equivalent value. Make sure this accurately reflects the performance of the project in terms of what has been delivered for what cost? Explain any discrepancy between estimated and actual figures for effort and other costs accrued to deliver to date.***

Overall cost…

# 3. Formal acceptance of deployed solution

***Record the formal acceptance of the final deployed solution by the business sponsor. Has the business sponsor formally accepted the solution as deployed and, if not, are the reasons for this clear?***

Formal acceptance…

# 4. Controlled shutdown process

***Describe the controlled shutdown process for the project which will commence as soon as the end of project assessment is accepted. Make sure the controlled shutdown process is clear and there is a high degree of confidence that it can be enacted smoothly.***

Controlled shutdown process…

# 5. Lessons learned

***Summarize the key learning points with respect to the effectiveness of the development and management processes and the techniques for the project as a whole in line with the principles of DSDM agile project management. Have lessons been learned from analyzing process performance against the principles of DSDM and have actions been communicated for the benefit of the wider organization?***

Lessons learned…