

## End Project Report

*Purpose: To report to the Project Board on*

- *Whether the project has delivered the product as set out in the original business case,*
- *How well the project has performed against the original planned cost, project plan and tolerances.*

1. Project Name:	
2. Project Reference:	3. Project Sponsor:

#### 4. Version history

Version No.	Issue & Circulation Date	Author	Summary of Changes

**5. Achievement of the project's objectives**

The objectives for this project were:

**6. Performance against planned time and cost (including tolerances)****7. The affect on the business plan of any changes that were approved**

**8. The final impact of all approved changes on the project**

**9. Provide a summary of any lessons learned during the course of the project**

## Guidance Notes

### Part

1. A brief, unique title for the project which reflects activity.
2. A unique reference number for the project.
3. The senior person within an organisation who has ultimate responsibility for the success of a project.
4. A brief history of version changes to this document.
5. Detail whether the project has met it's original (or amended) objectives and whether it was successful or not.
6. Detail how the project has performed against time and cost. Include details of any tolerances that were exceeded and by how much.
7. What were the affect on the business plan of any changes approved? Has the product changed significantly from that originally envisaged?
8. Detail whether customer quality expectations have been met overall. Also detail the benefits of any changes made if applicable to the final product.
9. Detail any lessons learned during the project, things that did or didn't go well, what you would either repeat or avoid in future projects.

**Ac1 Product acceptance/sign-off form**

1. Project Name:	
2. Project Reference:	3. Project Sponsor:

Project Executive  <i>(Signature)</i>	Date:
Project Manager	Date:
Executive - Additional Comments:	
Project Manager - Additional Comments:	

**NB.** This form must be signed prior to project closure  
(Signed forms should be returned to Directorate Executive Office)