**Project Final Report Template**

**Document Guidelines**

The Project Final Report is intended to concisely summarize the outcomes of a project and is the final document in the CCS Project Management Methodology. A Project Final Report is used to document project successes, lessons learned and performance in order to signal improvement in project delivery for the future. This template outlines the content and format of final reports to be used for all information systems projects. *The* [*Project Management Office*](http://www.carleton.ca/ccs/project-office) *is your resource for completing this document.*

A Project Final Report reflects the formal and informal feedback collected from project stakeholders and participants throughout the project. Commonly, a Project Post-Mortem is held to explore the experiences of the participants of the project in more detail. The information collected in this way should align with the details included in the Project Final Report.

The Project Final Report is to be developed between the project manager and the functional manager of the project and should be circulated to project stakeholders and participants for feedback. Finally, the project sponsor should sign off on the details of the Project Final Report before it is forwarded to the Project Management Office for archiving.

The project sponsor is responsible for presenting the Project Final Report at a meeting of the Information Systems Steering Committee.

**Text in gray is instructions for completing the template and should not be removed. Sections in this document should not be removed or reordered.**

**Project Final Report**

**Project #** [enter Project Number here...]

|  |  |
| --- | --- |
| **Project Name** | [Enter name of project] |
| **Description** | [Add the description of the project as taken from the Project Charter] |
| **Project Sponsor** | [Name], [Position], [Department] |
| **Author(s)** | [Name], [Position], [Department] |
| **Date** | July 21, 2014 |

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**Project Successes**

List and describe the highlights and key success factors of the project.

|  |  |
| --- | --- |
| **Name** | **Description** |
| [e.g. Customer communication] | [Customer engagement in this change allowed for a smooth transition with little resistance] |
|  |  |
|  |  |

**Unexpected Events**

List and describe any unexpected events that occurred during the project (including approved change requests), the impact that those events may have had on the project and the action(s) taken to address them.

|  |  |  |
| --- | --- | --- |
| **Description** | **Impact** | **Actions Taken** |
| [e.g. Subject matter expert moved to another position] | [Schedule extended by two months] | [Original resource trained new position] |
|  |  |  |
|  |  |  |

**Lessons Learned**

List and describe any lessons learned from this project and provide recommendations that can be used to improve the delivery of future information systems projects.

|  |  |
| --- | --- |
| **Description** | **Recommendation** |
| [e.g. Business requirements included items not technically feasible] | [Involve technical resource to advise stakeholders during business analysis phase] |
|  |  |
|  |  |

**Project Performance**

Provide details on the performance of the project under the three variables of On Time, On Budget and Meeting Customer Expectations.

* For the *On Schedule* variable to be flagged, the project must be closed within 10% of the Planned Finish Date.
* For the *On Budget* variable, the Spent Budget must be within 10% of the Approved budget.
* The *Meeting Customer Expectations* variable must be completed by the Project Sponsor or Functional Manager.

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***On Schedule*** | | | | | |
| **Planned Finish Date** | **Actual Finish Date** | **Variance**  **(in days)** | **On Schedule** | **Ahead of Schedule** | **Behind Schedule** |
| [dd-mm-yy] | [dd-mm-yy] |  | ☐ | ☐ | ☐ |
| *\*’On Schedule’ calculation may be within +/- 10% of the Approved Schedule* | | | | | |
| ***On Budget*** | | | | | |
| **Approved Budget** | **Spent Budget** | **Variance**  **(in $)** | **On Budget** | **Under Budget** | **Over Budget** |
| [$ 0] | [$ 0] |  | ☐ | ☐ | ☐ |
| *\*’On Budget’ calculation may be within +/- 10% of the Approved Budget* | | | | | |
| ***Meeting Customer Expectations*** | | | | | |
| **Success Criteria** | | | **Criteria Met** | **Comments** | |
| [Enter Success Criteria from Project Charter here...] | | | ☐ |  | |
|  | | | ☐ |  | |
|  | | | ☐ |  | |

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**For Project Management Office Use Only**

|  |  |
| --- | --- |
| **Presentation to ISSC** | [Date] |