**HOW TO USE THIS TEMPLATE:**

### Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manag­er and help in the creation of the End Project Report. There is also a Product Description for the End Project Report at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [....] text

When the template is complete, the End Project Report can be printed and ap­proved.

Prior to printing, you should delete all [....] prompt text.

Saving the End Project Report under its own name

Save the End Project Report by selecting the “SAVE-AS” command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your End Project Report is complete check the document against the following Quality Criteria:

* Any abnormal situations are described, together with their impact
* At the end of the project, all Issues should either be closed or be the subject of a follow-on action recommendation
* Any available useful documentation or evidence should accompany the follow-on action recommendation(s)
* Any appointed Project Assurance roles should agree with the report

PROJECT DOCUMENTATION

**END PROJECT REPORT**

|  |  |
| --- | --- |
| **Project:** |  |
| Release: |  |
| Date: |  |
|  |  |
| **PRINCE2** |  |
|  |  |
| Author: |  |
| Owner: |  |
| Client: |  |
| Document Ref: |  |
| Version No: |  |

# 1 End Project Report History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found at this location – *[insert folder structure]*

## 1.2 Revision History

**Date of this revision:**

**Date of next revision:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
|  |  | First issue |  |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
|  |  |  |  |  |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
|  |  |  |  |

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### 7 Review of Products

### 8 Lessons Report

### 3 Project Manager’s Report

[A summary of the project’s performance]

## 4 Review of the Business Case

[Summarising 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]

## 5 Review of Project’s Objectives

[A 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]

## 6 Review of Team Performance

[In particular, providing recognition for good performance]

## 7 Review of Products

* **Quality records** Listing the quality activities planned and completed
* **Approval records** Listing the products and their requisite approvals
* **Off-specifications** Listing any missing products or products that do not meet the original requirements, and confirmation of any concessions granted
* **Project product handover** Confirmation by the customer that operations and maintenance functions are ready to receive the project 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

## 8 Lessons Report

[A review of what went well, what went badly, and any recommendations for corporate or programme management consideration (if the project was prematurely closed, then the reasons should be explained)]