# PRINCE2™- End Project Report

| | | | |
|---|---|---|---|
| **Project Name:** | | | |
| **Date:** | | **Release:** | Draft/Final |
| **Author:** | | | |
| **Owner:** | | | |
| **Client:** | | | |
| **Document Number:** | | | |

Note:  This document is only valid on the day it was printed

## Revision History

**Date of next revision:**

| Revision Date | Previous Revision Date | Summary of Changes | Changes Marked |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## Approvals

This document requires the following approvals.  A signed copy should be placed in the project files.

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

## Distribution

This document has been distributed to:

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

## Overview

**Purpose**    An End Project Report is used during project closure to review how the project performed against the version of the Project Initiation Documentation used to authorize it. It also allows the:

- Passing on of any lessons that can be usefully applied to other projects
- Passing on of details of unfinished work, ongoing risks or potential product modifications to the group charged with future support of the project's products in their operational life.

**Contents**    *The End Project Report should cover the following topics.*

**Advice**    *The End Project Report is derived from the: Project Initiation Documentation; Business Case; Project Plan; Benefits Review Plan; Issue Register, Quality Register and Risk Register; Lessons Report and End Stage Reports (and Exceptions Reports, if applicable).*

*An End Project Report can take a number of formats, including presentation to the Project Board (physical meeting or conference call), as a document or email issued to the Project Board or as an entry in a project management tool.*

*The following quality criteria should be observed:*

- Any abnormal situations are described, together with their impact
- At the end of the project, all issues should either be closed or become 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 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)

## Review of Products

| Product Name | Quality Records[1] | | Approval Records[2] | Off-specifications[3] |
| --- | --- | --- | --- | --- |
| | Planned | Completed | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## 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)

---

[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

## 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)