

PRINCE2™- End Stage Report

Project Name:			
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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 Stage Report is used to give a summary of progress to date, the overall project situation, and sufficient information to ask for a Project Board decision on what to do next with the project.

The Project Board uses the information in the End Stage Report in tandem with the next Stage Plan to decide what action to take with the project: for example, authorize the next stage, amend the project scope, or stop the project.

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

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Note: Where the End Stage Report is being produced at the end of the initiation stage, not all of the above content may be appropriate or necessary.

Advice *The End Stage Report is derived from the: Current Stage Plan and actuals; Project Plan; Benefits Review Plan; Issue Register, Quality Register and Risk Register; Exception Report (if applicable); Lessons Report; Completed/slipped Work Packages and updated Business Case.*

An End Stage 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:

- The report clearly shows stage performance against the plan
- Any abnormal situations are described, together with their impact
- Any appointed Project Assurance roles agree with the report.

Project Manager's Report

(Summarizing the stage performance)

Review of the Business Case

(Summarizing the validity of the project's Business Case)

Benefits achieved to date

Residual benefits expected

(remaining stages and post-project)

Expected net benefits

Deviations from the approved Business Case

Aggregated risk exposure

Review of Project Objectives

(Review of how the project has performed to date 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 Stage Objectives

(Review of how the specific stage performed against its planned targets and tolerances for time, cost, quality, scope, benefits and risk)

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)

Issues and Risks

(Summary of the current set of issues and risks affecting the project)

Forecast

(The Project Manager's forecast for the project and next stage against planned targets and tolerances for time, cost, quality, scope, benefits and risk)

Summary of Follow-on Action Recommendations (if applicable)

(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 handed over to the next phase of their life)