

## **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. 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 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 DOCUMENTATION

# END PROJECT REPORT

**Project:**

Release:

Date:

**PRINCE2**

Author:

Owner:

Client:

Document Ref:

Version No:

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## 1 End Project Report History

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### 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]*

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### 1.2 Revision History

**Date of this revision:**

**Date of next revision:**

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

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### 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 |
|------|-----------|-------|---------------|---------|
|      |           |       |               |         |

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### 1.4 Distribution

This document has been distributed to:

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

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### 3 Project Manager's Report

[A summary of the project's performance]

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### 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]
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### 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]

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### 6 Review of Team Performance

[In particular, providing recognition for good performance]

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### 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 (in the form of acceptance records) by the customer that operations and maintenance functions are ready to receive the project's 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.]

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## **8 Lessons**

[A review of what went well, what went badly, and any recommendations for corporate, programme management or customer consideration (and if the project was prematurely closed, then the reasons should be explained). Sourced from the lessons log (see section A.14) or any lessons reports that may exist.]