| **R.14 End Project Report** | | | | | | | |
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| Project name: |  | Project ID: |  | Version: |  | Date: |  |
| Title: |  | | | | | | |
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| 1. **Project Manager´s report** | | | | | | | |
| *Summarizing the project´s performance.* | | | | | | | |
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| 1. **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* |
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| 1. **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.* |
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| 1. **Review of team performance** |
| *In particular, providing recognition for good performance.* |
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| 1. **Review of products** |
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| * 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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| 1. **Lessons Report ▷ R.13** |
| *A review of what went well, what went badly, and any recommendations for corporate or programme management considerations (and if the project was prematurely closed, then the reasons should be explained).* |
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***Note:***

*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*
* *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.*