End Stage Report

Project Name

End Stage # Report

Program/ Branch name

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Document status: |  |
| Version: |  |
| Date: |  |
| Author: |  |
| Owner: |  |

# Contents

[Contents 2](#_Toc525128327)

[Purpose 3](#_Toc525128328)

[Project Manager’s Report 3](#_Toc525128329)

[Business Case Review 3](#_Toc525128330)

[Review of Project Objectives 3](#_Toc525128331)

[Review of Stage Objectives 3](#_Toc525128332)

[Review of Team Performance 3](#_Toc525128333)

[Review of Products 4](#_Toc525128334)

[Lessons Report 4](#_Toc525128335)

[Issues and Risks 4](#_Toc525128336)

[Forecast 4](#_Toc525128337)

# Purpose

The End Stage Report provides a summary of progress to date, the overall project situation, and sufficient information for the Project Board to decide what action to take with the project.

# Project Manager’s Report

Summarise the stage performance.

# Business Case Review

Summarise the validity of the project’s Business case (such as: Benefits achieved to date; Residual Benefits expected (remaining stages and post project); Expected net benefits; Deviations from 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 projects 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

Review of the team performance, in particular, providing recognition for good performance.

# Review of Products

Review the development of the products. Where appropriate, include Quality Records, Approval Records, Off- Specifications, Phased handover, Summary of Follow-on recommendations.

# Lessons Report

If appropriate, provide a review of what went well, what went badly, and any recommendations for corporate or program management consideration.

# Issues and Risks

Summarise the current set of issues and risks affecting the project.

# Forecast

Provide a forecast for the project and next stage against planned targets and tolerances for time, cost, quality, scope, benefits and risk.