End of Project Report – Project title

Project objective
• Did the project achieve its objective?
  – Present evidence to demonstrate that the objective has been achieved
  – Has the objective been achieved on time and within budget?
  – If the objective has not been achieved, explain why

Key lessons learned
• Document the key lessons learned during the project
  – What has worked well and should be continued in the future?
  – What has worked well but could be improved in the future?
    • How could it be improved further?
  – What has not worked well and should not be continued in the future?
    • Identify what needs to be changed to avoid the issue in future

Project benefits
• What benefits have been realised by the project?
  – Present evidence to demonstrate that the benefits have been realised
  – If the benefits have not been realised, identify when they can be expected

Future actions
• Identify and document unfinished business that the project sponsor may wish to take forward
End of Project Report – Project title

Project objective

Key lessons learned

Project benefits

Future actions