

End Stage Report

Project Details	
Program Name	
Project Name	
Date	202y/mm/dd
Release	
Organisation	
Author	
Version	

Quality Check	
1	The report mentions stage performance against the plan
2	Any extraordinary situations are described, along with their impact
3	Any specific Project Assurance roles agree with the report

1. Project Manager's Report

[A report of the stage performance]

2. Review of the Business Case

[Summarise the rationality of the project's Business Case:

- 2.1. Benefits achieved as of date
- 2.2. Post-project benefits expected
- 2.3. Overall expected net benefits
- 2.4. Any deviations from the approved Business Case]

3. Review of Project Objectives

[Status report of the performance of the project against their tolerances and forecasts. Also reviews the strategies used and how effective they were.]

4. Review of Stage Objectives

[A report of how each specific stage performed against their forecasted targets and tolerances for time, cost, quality, scope, benefits and risk]

5. Review of Team Performance

[Specifically provide recognition for good performance]

6. Review of Products

- 6.1. [Listing the quality activities planned and completed
- 6.2. Listing the products and their requisite approvals
- 6.3. Listing any missing products or products different from their original requirements, and confirmation of any concessions granted
- 6.4. Confirmation given by the customer that operations and maintenance functions are ready to receive the project product
- 6.5. 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.]

7. Lessons Report (if appropriate)

[A report of the lessons learnt during the tenure of the project including what went well, what went badly, and recommendations for corporate or programme management consideration, if any.]

8. Issues and Risks

[Update on issues and risks associated with this project]

9. Forecast

[The forecast report includes the next stage against planned targets and tolerances for time, cost, quality, scope, benefits and risk.]

10. Appendix A: End Stage Report Revision

End Stage Report History

This document is only valid on the day it was printed and can be found at this location
---]

Revision History

Ver	Date	Changes	Name (Role)
	202y/mm/dd		
	202y/mm/dd		
	202y/mm/dd		

Approvals received

Ver	Date	Name (Role)	Comments
	202y/mm/dd		
	202y/mm/dd		
	202y/mm/dd		

Distribution List

Name (Role)	Medium/location	Date
		202y/mm/dd
		202y/mm/dd