

End of project and lessons learned report for political finance oversight institutions

Purpose

The end of project report is used to review how the project performed against the project initiation documentation (PID).

End of project report

Project title				
Project manager				
Project sponsor				
Review of the business case	<p>[Summary of the validity of the project’s business case including:</p> <ul style="list-style-type: none"> • benefits achieved to date • residual benefits expected (post-project) • deviations from the approved business case. <p>The Business case and Benefits realisation plan will help you to complete this section]</p>			
Achievement of project’s outputs/scope	[Summary of meeting the planned outputs against its tolerances, risks, benefits, strategies, controls.]			
Review of team performance	[Summary of resource commitment, delivery and expertise during the life of the project]			
Performance against planned schedule	Key milestone	Planned completion date	Actual date	
Performance against planned costs	Budget name/code	Budget description	Budget allocated	Actual spend
Approved project changes (List changes made and agreed by Programme Board/CMG)	Effect on original project plan: [Did any changes affect the planned milestones?]			
	Effect on business case: [Did any changes affect the outputs and benefits delivered?]			
	Impacts: [Summary of effects during the life of the project]			
	Post project owner: [The person who holds responsibility for this piece of work upon its release and will review its performance in the future]			

Post project review (How will delivery of the benefits be assessed?)	Review date:
	Review plan:
Summary of follow-up action/recommendations	[Summary of proposed actions related to unfinished work, ongoing issues and risks and any other activities needed to take the product to the next phase with the assigned owner]
Product handover	[Handover of end of project report and products must be done both for internal and external stakeholders. Provide the handover details here]

