Final

Project

Report

[Insert Project Name]

|  |  |
| --- | --- |
| Project ID: | [Enter Project Number] |
| Prepared By: | [Enter Preparer’s Name] |
| Position: | [Enter Preparer’s Position] |
| Company: | [Enter Company Name] |
| Date: | [DD MMM YYYY] |

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# Project Overview

## Background

[Insert Background. This document is meant to tell the story of the project with comparative information. The level of detail in this document should be sufficient to explain that the reader can understand how the project performed and use the information for future projects.]

## Need/Requirement

[Explain the problem or opportunity that created the need for the project. This section can be copied from the summary plan, but any additional requirements that were identified during the project should be included here.]

## Objectives

[Insert detailed Project Objectives elaborated from the broad objectives stated in the Summary Project Plan. State whether the objective was achieved or not.]

# Project Scope

## Deliverables

### Deliverable 1:

#### Description:

#### Acceptance Criteria:

### Deliverable 2:

#### Description:

#### Acceptance Criteria:

## Scope Exclusions:

[Define in detail any tasks that were not part of the project.]

## Detailed Assumptions

[Insert any assumptions that were validated during the project, and the result of the validation.]

## Constraints

[Insert constraints that were imposed on the project as necessary.]

## 

## Project Approach/Phases

[Describe the approach to completion of the project and the phases in the “product” lifecycle with a brief narrative description of the work and deliverables from each phase.]

## High Level Tasks:

[Insert high-level (summary) tasks from the WBS and include comparative information on work amounts.]

|  |  |  |  |
| --- | --- | --- | --- |
| Phase or Summary Task | Baseline Work | Actual Work | Work Variance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

+’ve variance = more work performed

-’ve variance = less work performed

[Explain any major work variances]

# Project Resources

[Detail material, personnel, and equipment resource usage to complete project with comparative information.]

## Labour

The following resources were required to complete this project:

|  |  |  |  |
| --- | --- | --- | --- |
| Personnel | Baseline Work | Actual Work | Work Variance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

+’ve variance = more work performed

-’ve variance = less work performed

[Explain any major work variances]

## Equipment

|  |  |  |  |
| --- | --- | --- | --- |
| Equipment | Baseline Work | Actual Work | Work Variance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

+’ve variance = more work performed

-’ve variance = less work performed

[Explain any major work variances]

## Material

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Baseline Amount | Actual Amount | Amount Variance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

+’ve variance = more units used

-’ve variance = fewer units used

[Explain any major material usage variances]

# Project Schedule

## Schedule

[State the actual project start date, actual duration, and actual finish date based on the actual schedule.]

[Insert the baseline-formatted Gantt chart with summary tasks to show comparative schedule.]

|  |  |  |  |
| --- | --- | --- | --- |
| Summary Task | Actual  Duration | Actual  Start Date | Actual  Finish Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Key Project Milestones

[Insert the baseline-formatted Gantt chart with milestones to show comparative schedule.]

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Baseline Date | Actual Date | Finish Variance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

+’ve variance = behind schedule

-’ve variance = ahead of schedule

# Project Budget

[Insert comparative summary budget with baseline, actual and variance values.]

The project was/was not completed within the overall budget. The total budget for this project was $[Baseline Total]. This included a 10% contingency reserve amount and only reflected the direct/indirect costs associated with this project. The actual cost of the project was $[Actual Total]. $[Amount] of contingency was used and the remaining $[Amount] of contingency was returned.

## Task Expense Statement

The following is a breakdown of the costs on this project by project phase including labour and material costs and contingency reserves:

|  |  |  |  |
| --- | --- | --- | --- |
| Summary Task | Baseline Cost | Actual Cost | Cost Variance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

+’ve variance: under budget

–’ve variance: over budget

[Insert a bar/column chart of task cost comparison]

## Resource Expense Statement

The following table and chart represent the project costs by resource type:

|  |  |  |  |
| --- | --- | --- | --- |
| Resource Group | Baseline Cost | Actual Cost | Cost Variance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

+’ve variance: under budget

–’ve variance: over budget

[Insert a bar/column chart of resource cost comparison]

## 

## Project Cash Flow Projection

The following table and chart represent the actual project expenses over time.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summary Task | Q1 | Q2 | Q3 | Q4 |
|  |  |  |  |  |
|  |  |  |  |  |
| Sub-total |  |  |  |  |
| Cumulative cost |  |  |  |  |
| Total Cost with Contingency |  |  |  |  |

[Insert cumulative cost curve chart with baseline, earned value, actual costs and contingency]

# 

# Project Risk Management

## Risk Register

[Summarize risks occurrences on the project.]

| Risk Occurrence | Impact | Response Strategy | Outcome |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

# Major Project Changes

## Approved Changes

[Summarize approved changes to the project.]