

Figure 8-3. Sample Table of Contents for a Final Project Report

1. Project Objectives
2. Summary of Project Results
3. Original and Actual **Scope**
4. Original and Actual **Schedule**
5. Original and Actual **Budget**
6. Project Assessment
7. **Transition** Plan
8. **Training Benefits** Plan

Attachments:

- A. Key Project Management Documentation
 - Business case
 - Project charter
 - Project management plan
 - Performance Reports
- B. Product-Related Documentation
 - Survey and results
 - Summary of user inputs
 - Report on research of existing training
 - Partnership agreements
 - Course materials
 - Intranet site training information
 - Summary of course evaluations