

Project Final Report Template Document Guidelines

The Project Final Report is intended to concisely summarize the outcomes of a project and is the final document in the CCS Project Management Methodology. A Project Final Report is used to document project successes, lessons learned and performance in order to signal improvement in project delivery for the future. This template outlines the content and format of final reports to be used for all information systems projects. *The [Project Management Office](#) is your resource for completing this document.*

A Project Final Report reflects the formal and informal feedback collected from project stakeholders and participants throughout the project. Commonly, a Project Post-Mortem is held to explore the experiences of the participants of the project in more detail. The information collected in this way should align with the details included in the Project Final Report.

The Project Final Report is to be developed between the project manager and the project director and should be circulated to project stakeholders and participants for feedback. Finally, the project sponsor should sign off on the details of the Project Final Report before it is forwarded to the Project Management Office for archiving.

The project sponsor is responsible for presenting the Project Final Report at a meeting of the Information Systems Steering Committee.

Text in gray is instructions for completing the template and should be removed from the final version. Sections in this document should not be removed or reordered.

Project Final Report

Project # [enter Project Number here...]

Project Name	[Enter name of project]
Description	[Add the description of the project as taken from the Project Charter]
Project Sponsor	[Name], [Position], [Department]
Author(s)	[Name], [Position], [Department]
Date	July 21, 2014
