**End Stage**

**System Name**

Release: Status

Date: DD MMM YYY

Authors: XXXXX

# Report History

## Document Location

This document is only valid on the day it was printed.

The source of the document will be found at XX

## Revision History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision date** | **Author** | **Version** | **Summary of Changes** | **Changes marked** |
|  |  |  |  |  |
|  |  |  |  |  |

## Approvals

This document requires the following approvals:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
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# End Stage Report Purpose

The End Stage Report is used to give a summary of progress to date, the overall project situation, and sufficient information to ask for a Project Board decision on what to do next with the project.

The Project Board uses the information in the End Stage Report in tandem with the next Stage Plan to decide what action to take with the project: for example, authorize the next stage, amend the project scope, or stop the project.

The report is derived from:

* Business Case
* Project Initiation Document (PID)
* Project Plan
* Risk and Issue Log (Project Workbook)
* Exception Report (if applicable)
* Lessons Learned Report
* Completed/slipped Work Packages (if applicable)
* Financial tracker.

An End Stage Report may also be used in circumstances where the project is being temporarily halted.

# Project Managers Report

PM to provide a brief summary of the project including any relevant history or background.

# Review of the Work Completed in this Stage

## Project / Stage Objectives

The primary objectives of this stage were:

* Objective 1.
* Objective 2.

This stage has achieved some/all of these objectives.

This stage has also delivered:

* Deliverable or benefit 1
* Deliverable or benefit 2.

# Review of Outstanding Work

Provide details of any outstanding work.

## Project / Stage Objectives

The outstanding objectives not delivered are:

* Objective 1.
* Objective 2.

Deliverables / Benefits not realised:

* Deliverable or benefit 1
* Deliverable or benefit 2.

# Budget Performance

See H:\strategic-projects\Business Cases\XXX for complete figures.

**Project Budget Overview (£k):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Original**  **MMM-YY** | **Revised**  **MMM-YY** | **Actual**  **MMM-YY** | **Current Balances** |
| Project Staffing | XX | XX | XX | XX |
| Hardware | XX | XX | XX | XX |
| Consultancy Services | XX | XX | XX | XX |
| S/W & Licence Maintenance | XX | XX | XX | XX |
| Contingency | XX | XX | XX | XX |
| Running Costs | XX | XX | XX | XX |
| **Total Project Costs** | **XX** | **XX** | **XX** | **XX** |
|  |  |  |  |  |
| Additional core costs identified in the business case | |  |  |  |
| XXX |  |  |  |  |
| Additional costs not identified in the business case | |  |  |  |
| XXX |  |  |  |  |

Notes:

1. The project is over/under budget for the following reasons:

* Reason 1.
* Reason 2.

# Lessons Learned

There may be a separate Lessons Learned report to accompany the end stage report in which case please note that this exists in this section and remove the following tables.

## Went Well

Summarise what went well and impact

|  |  |  |  |
| --- | --- | --- | --- |
| **Success No** | **Success Description** | **Suggested Future Action (if any)** | **Project Impact (High, Medium, Low)** |
|  |  |  |  |
|  |  |  |  |

## Could Do Better

Summarise areas for improvement and impact

|  |  |  |  |
| --- | --- | --- | --- |
| **Lesson No** | **Lesson Description** | **Suggested Future Action** | **Project Impact (High, Medium, Low)** |
|  |  |  |  |
|  |  |  |  |

# Risks and Issues

## Risks

Provide details of risks that are open, or may arise as a result of the end of stage. Of particular note may be risks that arise as a result of a recommendation to either continue or stop the project.

## Issues

Provide details of issue that are open. Of particular note are issues that are mitigated as a result of a recommendation to either continue or stop the project.

# Forecast

## Project Schedule Overview

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Planned completion date** | **Revised completion date** | **Actual completion date** |
|  |  |  |  |
|  |  |  |  |

## Project Schedule Corrective Actions

A description of any causes for project slippage and corrective actions.

# Recommendations

Provide a summary of any recommendations arising which should address

* Whether the project should continue, change or stop
* A list of work to be carried out in the next stage, assuming the project continues
* Any activities or tasks that could be stopped
* Any activities or tasks that should be transferred to other projects.