|  |  |  |  |
| --- | --- | --- | --- |
| **Project Specifics** | | | |
| Project Identification | Unique ID for Project | | |
| Project Organisation | Organisation performing the project | | |
| Project Manager | Person heading up the project | | |
| Sponsor Organisation | Organisation receiving the benefits or funding the project | | |
| Sponsor | Signs here | Position | In company Showing delegated authority. |

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# Approvals and confirmations

|  |  |  |
| --- | --- | --- |
| **Review confirmation** | | |
| This report has been received and represents a true account of the project’s performance. | | |
| Project Manager | | Sponsor |
| Sign |  |  |
| Date |  |  |

|  |  |  |
| --- | --- | --- |
| **Project Finalisation** | | |
| I accept that the project has been completed in line with the agreement | | |
| Project Manager | | Sponsor |
| Sign |  |  |
| Date |  |  |

|  |  |  |
| --- | --- | --- |
| **Project Handover** | | |
| I accept that the project deliverable has been provided and inspected by the client fulfilling the project agreement | | |
| Project Manager | | Sponsor |
| Sign |  |  |
| Date |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Executive Summary | On target | Within acceptable limits | Outside acceptable limits |

Change dot to show closed status

(Should be equal or greater than the worst rating at a knowledge area level)

Provide a short summary of the project (this should be high level and not go into detail)

MUST highlight any variances outside acceptable limits

* Achievements
* Issues
  + Indicate project areas for review
* Continuous Improvements
  + Show key lessons learned

## Project Performance Analysis

This should provide an analysis of all relevant project areas in the comparison of the baseline vs actuals. It can be a summary of all status reports.

## Project Governance

Changes in project governance structure

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Change** | **Impact on Project** | **Lessons Learnt** |
| Director | Change of Personnel | Negligible | NIL |
| Project Manager | Lowered spending approval limit to $20,000 | Low | NIL |

## Project Scope

Variance in project scope

|  |  |  |  |
| --- | --- | --- | --- |
| **WBS Reference** | **Variance** | **Cause** | **Lessons Learnt** |
| 5.1 | 3 m to carport | Client Changes | Increase initial consultation with client- ask what vehicle they are planning to accommodate |
|  |  |  |  |

## Project Time

Variance in project time

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WBS Reference** | **Variance** | **Impact on Project** | **Approved by** | **Lessons Learnt** |
|  | NIL |  |  |  |
|  |  |  |  |  |

## Project Cost

Variance in project Cost

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WBS Reference** | **Variance** | **Impact on Project** | **Approved by** | **Lessons Learnt** |
| 5.1 | Carport increased by 3m to allow for extra car room | Increase of $5,000 | Client |  |
|  |  |  |  |  |

## Project Quality

Variance in project Quality

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WBS Reference** | **Variance** | **Impact on Project** | **Approved by** | **Lessons Learnt** |
| 5.1 | Carport increased by 3m to allow for extra car room | Increased benefit for client | Client |  |
| 8.2.1 | Colour change for all carpets arising from variation request | Colour change resulted in aesthetic change only | Project Manager |  |

## Project Stakeholders

Changes in project Stakeholders

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder** | **Variance** | **Risk/Opportunity** | **Lessons Learnt** |
| City Council | Increased Zoning Strategy | Increased land value  Increase number of units | Communicate information with client and propose addition of 2 dwellings. |
| Neighbour | Complaints of excessive noise in the early morning | Complaint reaches council | Use only hand tools prior to 8am |

## Project Human Resources

Changes in Human Resources (note this information will be communicated so refrain from confidential/sensitive comments)

|  |  |  |  |
| --- | --- | --- | --- |
| **Personnel** | **Issue/development need** | **Status** | **Lessons Learnt** |
| Scheduler | MS Project proficiency | Training occurred on 10th June | Make sure Schedulers are trained on software prior to project commencement |
|  |  |  |  |

## Project Communications

Changes or issues in communication

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue** | **Stakeholder** | **Result to date** | **Lessons Learnt** |
| Council Sign off on fencing | Local Council | Tentative inspection appointment made on 12 June 2014 | Confirm closer to date |
|  |  |  |  |

## Project Risk

Potential risk events

|  |  |  |
| --- | --- | --- |
| **Risk** | **Residual Rating** | **Lessons Learnt** |
| Council may not provide approval at inspection | 5 | Complete an internal audit 2 weeks prior |
|  |  |  |

## Lessons Learnt

Compile all the lessons learned to benefit the organisation in the undertaking of similar projects.

|  |  |  |
| --- | --- | --- |
| **Lessons Learnt ID** | **Area if applicability (e.g. finance, schedule, scope, procurement etc.)** | **Details** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Show where this information will be stored so it can be accessed (insert hyperlink where possible).

|  |  |  |
| --- | --- | --- |
| **Lessons Learnt has been saved in the following location** | **Date** | **Contact Person** |
|  |  |  |
|  |  |  |