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| **Section A: Project Details** | |
| **Project Title** |  | |
| **Clarity ID** |  | |
| **Date** |  | |

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| **Section B: End of Project report** | | | | | | | | | | |
| 1. **Project Objective(s)** | | | | | | | | | | |
| Brief description of project aim(s) and objective(s) defined at the start of the project: | |  | | | | | | | | |
| Were all project objectives met?  (and/or reason(s) why an objective(s) was not met) | |  | | | | | | | | |
| 1. **Key Milestones** | | | | | | | | | | |
| Brief summary of key milestones achieved | |  | | | | | | | | |
| 1. **Summary of Go-Live and Early Life Support**   Provide a brief summary of how well the Release/Go-Live/ELS went –with reference to any statistics if applicable | | | | | | | | | | |
|  | | | | | | | | | | |
| 1. **Project Constraints** | | | | **Brief Description** | | | | | | |
| Was the project delivered within agreed time, cost, scope and quality?  (provide reason(s) why if any of these were not met) | | **Time** | |  | | | | | | |
| **Cost** | |  | | | | | | |
| **Scope** | |  | | | | | | |
| **Quality** | |  | | | | | | |
| 1. **Outstanding Item(s)**   In the table below, list any outstanding snags, activities, risks and issues which still need to be looked at beyond the close of the project. | | | | | | | | | | |
| **Please use the space below to provide a summary with some context around outstanding items and project closure** | | | | | | | | | | |
|  | | | | | | | | | | |
| **ID** | **Detail of activity/snag/risk/issue** | | | | **Action to be taken** | | **Timescale for completion** | | | **Agreed owner** |
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| Do you have an **active problem record** logged for the snags/risks/issues you have listed above? | | | | | | | | | | **Yes  No** |
| 1. **Benefits Realisation**   Briefly list **key benefits** that are expected to be achieved from this project | | | | | | | | | | |
| **ID** | **Benefit description** | | | | **How has / will this be measured** | | **Realisation phase or Completion Details** | | | **Benefit owner** |
|  |  | | | |  | |  | | |  |
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| 1. **Post Implementation Review**   (To measure benefits, stakeholder satisfaction and project success) | | | | | | | | | | |
| Is a post implementation review required? | | | | | **Yes  No** | | | | | |
| If **yes**, please specify the scheduled date or expected timescale for the post-implementation review | | | | |  | | | | | |
| Responsibility for actioning the review (Business Partner where possible) | | | | |  | | | | | |
| Lessons Learnt complete or date by when lessons learnt will be updated and submitted | | | | |  | | | | | |
| **Section C: Lessons Learnt report** *(Can be updated and submitted after project closure)* | | | | | | | | | | |
| 1. **Lessons Learned**   Briefly reference any key lessons learned through the life of this project in the lessons learned category table below or  the scheduled/intended date for a lessons learned workshop | | | | | | | | | | |
|  | | | | | | | | | | |
| Please tag below the type of project this was (multiple tags can be applied) | | | | | | | | | | |
|  | Bi-Modal | |  | Procurement | | | |  | Infrastructure | |
|  | Business Critical | |  | Implementation | | | |  | On-Prem Software | |
|  | Compliance | |  | Decommissioning | | | |  | Cloud Software | |
|  | Upgrade | |  | Networking | | | |  | Other [please specify in this box] | |
| **Lessons Learned Categories**  Please tag below key lessons learned from this project accompanied with a brief description in the right-hand column (multiple tags can be applied) | | | | | | Brief description of the lesson(s) learned | | | | |
| 1. **Human Factors** | | | | | | | | | | |
|  | * 1. Leadership, Roles and Responsibilities & Decision-making | | | | |  | | | | |
|  | * 1. Stakeholder Engagement/Communication | | | | |  | | | | |
|  | * 1. Vendor Relationship Management/Performance | | | | |  | | | | |
|  | * 1. Team Skills/Experience/Knowledge | | | | |  | | | | |
|  | * 1. Expectations and Assumptions | | | | |  | | | | |
| 1. **Technical Management** | | | | | | | | | | |
|  | * 1. Requirements | | | | |  | | | | |
|  | * 1. Architecture and Design | | | | |  | | | | |
|  | * 1. Integration Management | | | | |  | | | | |
|  | * 1. Testing | | | | |  | | | | |
|  | * 1. Rollout | | | | |  | | | | |
|  | * 1. Training | | | | |  | | | | |
| 1. **Project Management** | | | | | | | | | | |
|  | * 1. Project constraints: Time, Cost, Scope, Quality Management | | | | |  | | | | |
| **☐** | * 1. Project Governance, Process and Documentation | | | | |  | | | | |
|  | * 1. Resource Management | | | | |  | | | | |
|  | * 1. Procurement | | | | |  | | | | |
|  | * 1. Risk, Issue, Change Management | | | | |  | | | | |
|  | * 1. Project Planning and Scheduling | | | | |  | | | | |