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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** [x]  |
| 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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 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 orthe 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
 |  |