**End Project Assessment**

*The end project assessment is created by the project manager at the end of the project to summarize the success of the project.*

**MANAGEMENT SUMMARY**

*What was delivered and what was not delivered compared to what was in the original plan, for example:*

The project delivered all of the critical functionality (Must and Should Have) initially set out in the prioritized requirements list with the exception of xxx and yyy which were removed with the agreement of the business. The project also delivered several of the Could Have requirements but the following were excluded with the agreement of the business.

*Any outstanding issues or actions that still need to be addressed with any recommendations from the project manager or team, for example:*

Requirements xxx and yyy were removed from scope as the current technology would not support these requirements. The project team recommend that the feasibility of upgrading our technology to support these functions should be investigated and if appropriate a new business case should be produced.

**COST**

*Final cost of the project compared to the original budget with a note of any authorized changes that were made to the budget during the project. For example:*

The final cost of the project was just under $500,000 against the original budget of $3-400,000. An increase of $100,000 in the budget was agreed and approved by the business following the initial exploration phase and the identification of additional enabling work requirements.

**ACCEPTANCE**

*A record of the formal acceptance (sign off) of the project by the business project sponsor.*

**PROJECT SHUTDOWN**

*The process that will be followed to shut the project down once this assessment has been accepted.*

**LESSONS LEARNED**

*A summary of the key lessons learned from the project in regards to the project management, development processes and techniques used. Identification of what steps have been taken to pass these on for the benefit of the rest of the organization. For example:*

This was the first agile project to be run by the business and a significant amount of learning took place during the early phases. These lessons were captured and fed back into subsequent phases of the project, which had a significant impact of the team’s performance. A series of workshops have now been scheduled to pass on all of the experience gained to the rest of the organization.