

## **HOW TO USE THIS TEMPLATE:**

### **Introduction**

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the End Stage Report. There is also a Product Description for the End Stage Report at Appendix A of the PRINCE2 Manual.

### **Loading the file**

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

### **Deleting the [...] text**

When the template is complete, the End Stage Report can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

### **Saving the End Stage Report under its own name**

Save the End Stage Report by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

### **Once your End Stage Report is complete check the document against the following Quality Criteria:**

- The report clearly shows stage performance against the plan
- Any abnormal situations are described, together with their impact
- Any appointed Project Assurance roles agree with the report

PROJECT DOCUMENTATION

## **END STAGE REPORT**

**Project:**

Release:

Date:

**PRINCE2**

Author:

Owner:

Client:

Document Ref:

Version No:

# 1 End Stage Report History

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## 1.1 Document Location

This document is only valid on the day it was printed.  
The source of the document will be found at this location – *[insert folder structure]*

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## 1.2 Revision History

Date of this revision:  
Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

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## 1.3 Approvals

This document requires the following approvals.  
Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version

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## 1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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### **3 Project Manager's Report**

[A summary of the stage performance]

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### **4 Review of the Business Case**

[Summarising the validity of the project's Business Case:

- Benefits achieved to date
  - Residual benefits expected (remaining stages and post-project)
  - Expected net benefits
  - Deviations from the approved Business Case
  - Aggregated risk exposure]
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### **5 Review of Project Objectives**

[A review of how the project has performed to date against its planned targets and tolerances for time, cost, quality, scope, benefits and risk. Review the effectiveness of the project's strategies and controls]

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### **6 Review of Stage Objectives**

[A review of how the specific stage performed against its planned targets and tolerances for time, cost, quality, scope, benefits and risk]

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### **7 Review of Team Performance**

[In particular, providing recognition for good performance]

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### **8 Review of Products**

- **Quality records** Listing the quality activities planned and completed in the stage
- **Approval records** Listing the products planned for completion in the stage and their requisite approvals
- **Off-specifications** Listing any missing products or products that do not meet the original requirements, and confirmation of any concessions granted

- **Phased handover (if applicable)** Confirmation by the customer that operations and maintenance functions are ready to receive the release
- **Summary of follow-on action recommendations (if applicable)** Request for Project Board advice about who should receive each recommended action. The recommended actions are related to unfinished work, ongoing issues and risks, and any other activities needed to take the products handed over to the next phase of their life

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## **9 Lessons Report (if appropriate)**

[A review of what went well, what went badly, and any recommendations for corporate or programme management consideration]

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## **10 Issues and Risks**

[Summary of the current set of issues and risks affecting the project]

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## **11 Forecast**

[The Project Manager's forecast for the project and next stage against planned targets and tolerances for time, cost, quality, scope, benefits and risk.]