| Document: | End Project Report | Project: | Pen Project | Author: | Project Manager | Date: | |
|---|---|---|---|---|---|---|---|

## 1. Project Manager's report

Pens were prepared according to the requirements, in time (within the tolerance of the project), and within budget. We faced minor issues in the second and third stages, which were resolved.

## 2. Review of the Business Case

The final product of the project is delivered according to the plans, and aligned with the Business Case. We forecast that the benefits will be achieved; however, we can only be sure after the 6 month and 12 month review.

*How did we perform the whole project?*

## 3. Review of the objectives

- Targets:
  - Time: 49 days, within tolerance
  - Cost: €3760, on budget
  - Scope: 100%, as defined
  - Quality: as defined
  - Risks: as defined
  - Benefits: as defined
- Strategies:
  - Communications: very effective
  - Risk: a little ineffective in risk assessment
  - Configuration: effective
  - Quality: effective

## 4. Review of the products

Final product: 400 quality pens within the range of €6 to €8, ready to be distributed among the clients

Product groups in Product Breakdown Structure:

- Supplier: We were satisfied with the selected supplier.
- Evaluation Pens: Four types of pens were selected
- Internal Evaluation: Evaluators tested the four sample pens, and filled-in the forms which were analyzed to find the best pens.
- Distribution: The list of the clients to receive the pens and the sales people responsible for distributing them was prepared.
- Final Pens: Requirements defined, logo redesigned, 400 pens ordered.
- The pens were received on time from the supplier and accepted.

## 5. Review of the team performance

Most team members spent enough time on the project, and performed as planned. The only exception was the evaluators of the pens; 9 out of 20 evaluators did not return their forms on time, or seemed like they have not truly tested the pens. Their results were omitted, in order to keep the evaluation high-quality, and to stay on schedule.

## 6. Lessons learned

Attached: Lessons Report - Final

# Example Of An End Project Report

RD Boyd

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