**Project Final Report**

|  |  |
| --- | --- |
| **Project Name** | [Enter name of project] |
| **Abstract** | [ I. Identify purpose of project][II. Explain problem at hand][III. Explain methods][IV. Describe results][V. Give conclusion(s)] |
| **Project Sponsor** | ProSEPR.Net |
| **Author(s)** | [Name], [Position], [Department] |
| **Date** | Day/Month/Year |

Top of Form

Bottom of Form

Top of Form

Bottom of Form

**Project Activities**

List and describe the highlights and key success factors of the project.

|  |  |
| --- | --- |
| **Name** | **Description** |
| [e.g. Literature review] | [A review of the academic literature on urban planning for low carbon transit for cities in the Asia-Pacific region was conducted] |
|  |  |
|  |  |

**Unexpected Events**

List and describe any unexpected events that occurred during the project (including approved change requests), the impact that those events may have had on the project and the action(s) taken to address them.

|  |  |  |
| --- | --- | --- |
| **Description** | **Impact** | **Actions Taken** |
| [e.g. Subject matter expert moved to another position] | [Schedule extended by two months] | [Original resource trained new position] |
|  |  |  |
|  |  |  |

**Lessons Learned**

List and describe any lessons learned from this project and provide recommendations that can be used to improve the delivery of future information systems projects.

|  |  |
| --- | --- |
| **Description** | **Recommendation** |
| [e.g. Urban planning curriculum in Southeast Asia and the Pacific focused on car-centric city design] | [Adapt urban planning guidelines from Europe and East Asia which utilize mass transit options into urban planning curriculum in these regions] |
|  |  |
|  |  |

**Project Performance**

Provide details on the performance of the project under the three variables of On Time, On Budget and Meeting Customer Expectations.

* For the *On Schedule* section to be flagged, the project must be closed within 10% of the Planned Finish Date.
* For the *Event Details* section, the events must occur within the project’s given timeline.
* The *Outputs Produced* section must be completed by the Project’s primary investigator

Top of Form

|  |
| --- |
| ***On Schedule*** |
| **Planned Finish Date** | **Actual Finish Date** | **Variance****(in days)** | **On Schedule** | **Ahead of Schedule** | **Behind Schedule** |
| [dd-mm-yy] | [dd-mm-yy] |  | [ ]  |[ ] [ ]
| *\*’On Schedule’ calculation may be within +/- 10% of the Approved Schedule* |
| ***Event Details*** |
| **Date** | **Venue** | **Number of Participants** | **Target Audience** |
|  |  |  |  |
|  |  |  |  |
| *\*’Event Details’ should list all workshops, conferences, symposiums, or other events where research output was shared and/or discussed* |
| ***Outputs Produced*** |
| **Stated Output** | **Criteria Met** | **Comments** |
| [Enter Project Outputs here] |[ ]   |
|  |[ ]   |
|  |[ ]   |

Bottom of Form

**Please attach all stated outputs as Annexes to this report.**

**For Project Management Office Use Only**

|  |  |
| --- | --- |
| **Notes** | [Date] |