

Programme

End of Project <...> Phase <...> Report

1. General information

Related Work stream (-s)	<...>
Project	<...>
Project Phase Finished	Business Analysis Phase
General evaluation of Finished Project Phase	Green / Yellow / Red <i>Green = no serious problems/delays, Yellow = non-serious problems/ delays</i> <i>Red = major problems /delays</i>
Please comment shortly your evaluation reason	Comment <...>
Reporter: Name, Surname	Name, Surname <...>

2. Project key documents links

Work Order	Link <...>
Project Management Plan	Link <...>
Phase general documentation	Link <...>

3. Key Measurements on the finished project phase

Milestones: Plan	Describe <...>, date <...>, etc
Milestones: Fact	Describe <...>, date <...>, etc
Deviations: Plan vs. Fact (if any)	Evaluate/assess deviations from the project plan <...> (e.g. time / scope / expected results, etc.)

4. Overview of the finished project phase

More detailed review, relevant comment	Describe <...>
Number of registered JIRA during phase	Count <...>, Jira type: <ask a question / bug / feature / project communication>
Status of JIRA at phase closure	Count <...>, Jira type: <ask a question / bug / feature / project communication> + if exists some not closed JIRA, please provide list of JIRA URL: URL <...> URL <...> URL <...>
Lessons Learned (if any)	1. 2. 3. 4.

Programme

5. Project phase risk register

No	Description of risk / issue	Response Plan	Priority	Status
1	Description <...>	Needed/performed actions <...>	High / Medium / Low	Closed / Open
2				
3				
4				

6. Based on risk register: affected areas / corresponding problems / new requests (if any)

Additional issues (if any)	Describe <...>
Change Requests (if any)	<...>
Related Work stream (-s) (if any)	<...>
Related Project (-s) (if any)	<...>

7. Finished project phase retrospective histogram, Starfish method

More of ...	Describe <...> (if any conclusions)
Less of ...	Describe <...> (if any conclusions)
Keep doing ...	Describe <...> (if any conclusions)
Stop doing ...	Describe <...> (if any conclusions)
Start doing ...	Describe <...> (if any conclusions)

8. Overview of the project plan for the next period

No	Key points on the Project	Finish Plan	Comments
1	Next phase <...>	yyyy-mm-dd	Describe plans <...> (or current progress, if started)
2			
3			
4			

9. Project phase closure conclusions

OSC sign-off	Yes / No (date: yyyy-mm-dd) If "No" – describe plans in order to achieve "Yes" -> this report shall be finally updated after OSC sign-off
--------------	--