*(About the Post-project Report: this report summarizes the project with an emphasis on deliveries and an analysis of the project's success criteria and challenges. Its purpose is to document: 1) experiences that can be useful for other projects and 2) other relevant information for the Stakeholders who will take over responsibility for the project’s deliverable. )*

# Project Background

*(Give a short summary of the background and reason for the project.)*

# Critical Deliveries

*(Describe the project's deliveries and note if there are any deliveries still pending.)*

# Goal Achievement

*(Explain how the project has achieved its goals as described in the Project Plan.)*

# Prerequisites for Benefit Realization

*(This section will reference the Benefit Realization Plan developed over the course of the project. After the project ends, the local Line Management/System Owner is responsible for realizing the project's desired outcomes (benefits). Highlight the most important expectations concerning follow-up—in the organization and with end-users—based on information from the Project Plan.)*

# Evaluation

## Success Factors

*(Give an assessment of what and who have been instrumental to the project’s ability to meet its objectives and requirements. What factors contributed positively to the project?)*

## Challenges and Uncertainties

*(Give an assessment of challenges in the project and explain how you handled them, or in retrospect could have handled them. Also, describe any uncertainties or potential pitfalls related to implementation.)*

## Important Lessons

*(Describe key lessons that can be useful for similar projects at UiO in the future.)*

At a Glance—Post-project Report

Purpose

The report affords an opportunity to reflect on project practice and performance and facilitate knowledge sharing by documenting the project’s achievements and lessons learned.

Who Develops the Report?

The Project Manager writes the Post-project Report together with the Project Team.

Who Receives the Report?

The report is developed for the Project Owner and Steering Committee; it may also be used for guidance by similar projects in the future.

When is the Post-project Report Written?

The report is written during the completion phase and delivered at Decision Point 5.

