

Final project report – statement of work (10 points)

The final project report should contain at least the following sub-elements:

- Report on completed objectives (goals) and achieved results including the comparison between envisioned results and achieved outlining the difference and reasons (2 p)
 - Analysis of objectives completion
 - Actually achieved results (list all of them)
 - Reasons of deviations
- Summary on the project schedule. Reasons for deviations (base plan vs actual) (2 p)
 - List of work has shifted from the base schedule, the size of deviations and explanation for reasons
 - List of work (and size [duration]) added into the project plan and removed from the project plan
- Description of problems occurred during the implementation of the project (2 p)
 - List of problems including description and how those has been resolved
- Learned lessons during the work (both theoretical and practical) (2 p)
 - Experience acquired during the work, ideas, techniques, motivational practises to be used in next projects
 - What should you avoid doing in the future or do it differently
- A completed form of the schedule (MS Project) (2 p)