|  |  |  |
| --- | --- | --- |
|  **THE UNITED REPUBLIC OF TANZANIA** <<**insert institution logo**>><<Insert your Institution’s Name>>

|  |
| --- |
| **Document Title*****<<INSERT PROJECT NAME>> FINAL PROJECT REPORT******(Under Section 24)***  |
|  |

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# Introduction

<<Insert name of the public institution>>is a Government institution with the functions of << Provide background information and short description of the institution's legal status>>.

 <<Provide a short general overview of the project by describing the relationship between the project and institution strategy (vision, mission and objectives)>>.

# Project Details

|  |  |  |
| --- | --- | --- |
| **S/No** |  |  |
|  | Public Institution Name  |  |
|  | Project Name |  |
|  | Project Type |  |
|  | Project Category  |  |
|  | Implementation Mode |  |

# Reason for ICT Project Closure

Provide reasons for closing the ICT project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No** | **Type of Project Closure** | **Please mark (√)** | **Reason for Project Closure** | **Attachments** |
|  | Normal Closure- End of project as stated in the Project Implementation Timeline  |  |  |  |
|  | Premature Closure- Before end of the project as specified in the Project Implementation Timeline  |  |  | Related Attachments in PDF (if any)  |

# Project Deliverables

Provide project deliverables details

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Planned Deliverables** | **Actual Deliverables** | **Summary/Remarks** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Project Timeline

Provide Actual time consumed to deliver the ICT Project

|  |  |  |
| --- | --- | --- |
| **S/No** | **Actual Start Date** | **Actual End Date**  |
|  | Fetch expected start date (Date picker) | Fetch expected end date (Date picker) |
|  |  |  |
|  |  |  |
| Display total number of times in (days, weeks, months & years) |

# Financial Details

Provide actual cost (in TZS) incurred to deliver the Project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No** | **Item Description** | **Budgeted Cost** | **Actual Cost** | **Comments/Remarks** |
|  | Implementation Cost |  |  |  |
|  | Support & Maintenance Cost |  |  |  |
|  | License Cost |  |  |  |

# Issues Management

Identify any outstanding issue and who will continue to progress the issues.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No** | **Category** | **Issue Description** | **Impact** | **Mitigation/Recommendation**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Lessons Learned

Briefly summarize at least one lesson learned during implementation the project

|  |  |  |
| --- | --- | --- |
| **S/No** | **Lessons Learned** | **Priority**  |
|  |   | Must |
|  |  | Option  |
|  |  |  |

# Project Resource Management

Identify what arrangements have been put in place for the storage, security and backup of hard copy and soft copy (electronic) records and project documents. Identify who is responsible for these activities.

|  |  |  |
| --- | --- | --- |
| **S/No** | **Resource Description**  | **Responsible personnel**  |
|  |  |  |
|  |  |  |
|  |  |  |

# Post Project Responsibilities

List any matters that are outstanding, what actions are required to address them and who is responsible.

This should include things that are outstanding or have not been formally agreed prior to this stage such as outcomes yet to be achieved, outputs not yet delivered, maintenance of the PROJECT PRODUCT and the product owners who will manage operational matters such as meeting future training requirements.

|  |  |  |
| --- | --- | --- |
| **S/No** | **Responsibilities**  | **personnel**  |
|  |  |  |
|  |  |  |
|  |  |  |

# Recommendations

List any recommendation that arise from this Project Report. This includes any recommendation for the continued operation by the Business Process Owner.

|  |  |
| --- | --- |
| **S/No** | **Recommendations** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPROVAL** | **Name** | **Job Title/ Role** | **Signature** | **Date** |
| Approved by |  |  |  |  |