Final report

Use

At the conclusion of a project, you need to give an account of the project's success, to reflect on the implementation and to report on findings and lessons learned. The final report is written primarily for the attention of the institution or agency responsible for running and/or funding the project, but it also serves to make insights and experiences accessible to third parties.
This guideline will lead you through the aspects that a final report should cover. They should be discussed in some detail. The list of items is also available as a Word template (see http://www.quint-essenz.ch/en/tools/1061).

From project design to final report

The final report contains elements that already exist in the draft project and project design. Conceptual considerations, if still valid in retrospect, may therefore be transferred from the project design straight into the final report.

Assessing the achievement

The success of a project is primarily judged by the following questions: have the initial goals and objectives been achieved and to what extent, and have there been any undesirable side effects. The assessment of intended and unintended effects (5.3) is a key element of the final report. For objectives that were not or only partially met, a justification should be provided.

Documentation of knowledge and experience

In addition to assessing the achievement of objectives is also important to record findings and positive and negative experiences (7.1). This will help avoiding errors in the future and successful practices will be transferred to other projects. What strategies and measures have proved effective, what alternative strategies and measures would you suggest in retrospect (2.3)?

Systematic evaluation of the project - feedback profile

You and other project managers are helped greatly if you are using the quality criteria list for a comprehensive and systematic evaluation of the project. You will be guided to an assessment profile where you describe key strengths as well as areas for improvement in some detail. This will help you plan, implement and evaluate future projects more efficiently and effectively.

Appropriate language and presentation

A final report needs to be written and presented in a way that invites the reader to continue reading. The text needs to be as specific as possible and the presentation attractive. Support your statements with actual examples from the experiences you have had during the project and illustrate the text with graphics and photos. A final report might serve different purposes and be addressed to different readers. It is sometimes best to present some readers with a shorter version or an otherwise adapted final report. Depending on the reader, there might be more emphasis on accountability or the focus could be more on practical experiences from which the reader might learn. Adapt your language and presentation to your readers.

Notes

Your final report can be generated directly by the online quint-essenz management tool, i.e. if you have run your project with it and if you have entered your project data consistently. Appropriate data is taken directly from the project design (e.g. the list of targets) and generated in the final report where you can add the assessment. Once you have generated your final report in the project management tool, you can save it on your desktop and adapt the layout and add pictures. Finally, we invite you to publish your final report into the project database on www.quint-essenz.ch so that others may benefit from your experiences!

Elements of a final report

Basic information
Title (project)
Person (s) responsible
Telephone number
E-mail address
Institution
Date / version number
Additional comments

1.	Background and project	
1.1	Background	What were the health-related issues or problems the project tried to address? Has the project changed the situation in some ways?
1.2	Short description of the project	What did the project intend to do to tackle the issues described in the previous section 'background'? (→ possibility to copy/paste or adapt the summary from the project design)
2.	Reflections on project planning and implementation	
2.1	Target groups and settings	In which settings and which target groups did the project intend to provoke changes? With hindsight, were these the right targets?
2.2	Project objectives	What were the main objectives of the project (possibly classified by groups of objectives)? Have some objectives needed adaptation in the course of the project? (Note: The achievement is assessed at 5.1)
2.3	Strategies	What strategies were chosen and have these proved effective in practice and to achieve the intended objectives? What alternative strategies would you suggest in retrospect?
2.4	Measures	What measures have been carried out, and how adequate were they to reach target groups and to attain intended objectives? What planned measures were not implemented, were unplanned new ones added, if any?
2.5	Final accounts	Did actual revenue and expenditure correspond to the budget? (Detailed listing of revenue and expenditure in the project and comparison with the budget).

3.	Reflections on project organization	
3.1	Project structure	Was the project structure adequate? Did the project collaborators have the right skills and were the roles clearly distributed?
3.2	Networking	Has networking been adequate? In retrospect, what other players should have been included, if any? How could networking have been improved?
4.	**Reflections on project management**	
4.1	Evaluation	What evaluation measures have been chosen (internal or third party evaluation) in order to monitor and optimize the project during its course? Which are the most important findings from the evaluation?
5.	**Results and effects**	
5.1	Reach of target groups	Have the target groups been reached as intended and were the settings implicated as planned?
5.2	Achievement of objectives	To what extent could each stated goal be achieved? Please evaluate the achievement of objectives in % (ATT) and provide explanations for objectives that you were unable to achieve.
5.3	Other results	Have unplanned and possibly unwanted side effects occurred? Describe them.
5.4	Sustainability	How do you assess the sustainability of the results?
6.	**Reflections on principles of health promotion**	
6.1	Health equity	By targeting groups with health disadvantages, how did the project manage to contribute to health equity?
6.2	Empowerment	What personal and structural resources could be strengthened by the project? To what extent were the target groups empowered to take responsibility for their own health?
6.3	Setting approach	Has the project persued a setting approach? Have the chosen levels of intervention proved to make sense? (The quality criterion 'setting' refers to the five levels of intervention: individual, groups, organizations, social environment, policy/society)
6.4	Participation	Which persons from the target groups and stakeholders were involved in the planning, implementation or evaluation? How exactly did they contribute? How successful was their involvement?
7.	**Conclusions**	
7.1	Overall assessment	Summary of results and findings. In retrospect, what were the project's strengths and weaknesses? What factors brought the project forward or hindered it? How do you rate the effort/cost and benefit ratio?
7.2	Achievement of objectives	What are the main lessons you have learned from the project? What recommendations can be derived from it?
7.3	Other results	By which channels are / were the results disseminated? How are the experiences and results used in different or future contexts?