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# **Final Project Report**

**Project Title Here**

*Project sponsor here*

*Project team lead(s) here*

*Project team members here*

**Prepared By:**

**Date:**

**Content**

Project Description

Project Outcomes and Impact on Student Success

Project Sustainability

Assessment Plan

Lessons Learned

Project Deliverables and Documentations

*Adapted from rethink PSU 2014-15 Project Management Template.*

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**Project Description**

*Describe the project objectives in the past tense, using the information provided in the initial project management plan document and the periodic status reports.*

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## Project Outcomes and Impact on Student Success

*Present the findings, recommendations, and outcomes of the project. Also, indicate the short- and long-term impacts of this project on UIC and the student success. Discuss any major differences between the final outcomes and the expected outcomes initially reported in the project proposal.*

**Project Sustainability**

*Articulate the plans and practices that are now in place or will be in place to ensure the sustainability of the project beyond completion of the team’s work. Please specify resources needed to ensure the sustainability and explain how the long-term success of the project objectives can be ensured, what are the challenges you can foresee, and what are your ideas and suggestions to mitigate them?*

## Assessment Plan

*Outline how the success of the stated plans and practices in the sustainability segment can be measured.*

## Lessons Learned

*What are the lessons learned during the course of the work of this project which can inform and educate future “Students Success” projects?*

## Project Deliverables and Documentation

*Please list every document & report, whether public or private, produced as the result of the work done by the project team. The list may include:*

* *Meeting Documents (e.g., agendas, minutes)*
* *Periodic Status reports*
* *Literature and other documents related to the project work*
* *Reports (e.g., data analysis, presentations, proposals, survey results)*
* *Project Management Plan*
* *Project Workplan or Log*
* *Final Project Report*

**Appendix**

*Inset any number of appendices needed to support the report*