

Project Report

(Complete at the end of the change project)



Project name:

Country:

Teammembers:

Introduction and background

Why was this important to our organisation? ($\frac{1}{4}$ page)

Goal

Goal of organisation and ITP308 beyond the 10 months of the project. The long term vision. ($\frac{1}{4}$ page)



Problem

Organisational and technical challenges. What did we want to correct or change? (¼ page)

Significance for people and the environment

How will this project improve or change the environment and society? (brief)

Significance for organisations, companies or individuals.

How will this project make business more efficient, sustainable and profitable? Will it? What impact does it have on others in a business sense? (brief)



Stakeholders

Who is affected, who benefits, who is informed? Individuals, organisations, authorities, communities, companies. (¼ page)

Methodology

What did we do to achieve the goals of the change project. (¼ page)



Products

In which way have we presented the result of the change project. Guideline? Toolkit? Operating procedure? Technical document? Information leaflet? (Brief)
To who is the product available and where? (brief)

Information and communication

How has the outcome of this project been communicated beyond your organisation? Is that necessary? To who and how? (brief)

Discussion on possible paths forward, continuation plan

What should be done to continue the efforts of this project? (brief)

Recommendation to organisation and colleagues

Instructions and recommendations to colleagues concerning this project and the resulting documents. (brief)



Result

Is the result attached to this report or separate? Where can it be found? Is it for internal use only? (brief)

