

# Final report

## Use

At the conclusion of a project, the time is now to give an account of the project's success, to reflect on the implementation and to document 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 makes insights and experiences accessible to third parties.

This guideline will inform you about the aspects of a project that should be covered and discussed in some detail in a final report. 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 question if and to what extent the project objectives have been achieved, and whether there were undesirable side effects. The assessment of intended and unintended effects (6.1 and 6.2) is a key element of the final report. For targets 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 (7.2). This will help to avoid 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 (5.5)?

## 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 and for making an assessment profile, and if 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.

## Notes

If you have administered your project in the project management tool of quint-essenz online, the tool can generate your final report directly. Data from the project design which are also used for the final report (e.g. the list of targets) are taken automatically and can be assessed directly.

Publish your final report into the project database on [www.quint-essenz.ch](http://www.quint-essenz.ch) so that others may benefit from your experiences!

# Elements of a final report

Key information
<i>Person (s) responsible</i>
<i>Telephone number</i>
<i>E-mail address</i>
<i>Institution</i>
<i>Date / version number</i>
<i>Additional comments</i>

1. Background and project	
1.1	<i>Background</i> <i>What health-related issues or problems should be addressed by the project?</i>
1.2	<i>Short description of the project</i> <i>How does the project intend to address the challenges described in the background?</i> <i>(→ possibly taking over the summary from the project design)</i>
2. Project planning and implementation	
2.1	<i>Target groups and settings</i> <i>In which settings and which target groups did the project intend to provoke changes?</i>
2.2	<i>Project objectives</i> <i>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?</i> <i>(Note: The achievement is assessed at 5.1)</i>
2.3	<i>Strategies</i> <i>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?</i>
2.4	<i>Measures</i> <i>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?</i>
2.5	<i>Final accounts</i> <i>Did actual revenue and expenditure correspond to the budget? (Detailed listing of revenue and expenditure in the project and comparison with the budget).</i>
3. Project organization	
3.1	<i>Project structure</i> <i>Was the project structure adequate? Did the project collaborators have the right skills and were the roles clearly distributed?</i>
3.2	<i>Networking</i> <i>Has networking been adequate? In retrospect, what other players should have been included, if any?</i>
4. Project management	
4.1	<i>Type of evaluation and evaluation questions</i> <i>Were special evaluation measures carried out (self- or external evaluation)? Which questions were the focus of the evaluation?</i>
4.2	<i>Evaluation methods and/or measures</i> <i>Which evaluative methods/measures were used to assess the achievement of objectives and to answer the evaluation questions?</i>

<b>5. Results and effects</b>		
5.1	<i>Achievement of objectives</i>	<i>To what extent could the individual goals be achieved? Please evaluate the achievement of objectives in % and provide explanations for objectives that you were unable to achieve.</i>
5.2	<i>Other results</i>	<i>Have unplanned and possibly unwanted side effects occurred? Describe them.</i>
5.3	<i>Reach of target groups</i>	<i>How easily and to what extent were the intended target groups reached?</i>
5.4	<i>Sustainability</i>	<i>How do you assess the sustainability of the results?</i>
5.5	<i>Efficiency</i>	<i>How do you assess the ratio of costs and benefits?</i>
<b>6. Principles of health promotion</b>		
6.1	<i>Participation</i>	<i>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?</i>
6.2	<i>Health equity</i>	<i>By targeting groups with health disadvantages, how did the project manage to contribute to health equity?</i>
6.3	<i>Empowerment</i>	<i>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?</i>
6.4	<i>Setting approach</i>	<i>Has the project pursued 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)</i>
<b>7. Conclusions</b>		
7.1	<i>Strengths / weaknesses Promoting / hindering factors</i>	<i>In retrospect, what were the project's strengths and weaknesses? What factors brought the project forward or hindered it?</i>
7.2	<i>Conclusions and recommendations</i>	<i>What are the main lessons you have learned from the project? What recommendations can be derived from it?</i>
7.3	<i>Valorisation</i>	<i>By which channels are / were the results disseminated? How are the experiences and results used in different or future contexts?</i>