Date

Author

Final report – Project name…

Refers to the period: 20xx -xx-xx – 20xx-xx-xx

The purpose of the final report is to document the experience gained in the project to stimulate university development and, where appropriate, to propose further management and implementation. Were the goals achieved? Did you keep schedule and budget? The final report must be approved by the university strategist and will subsequently be registered. **Delete blue text before the report is submitted**.

# Summary

Write a short summary of the project.

Click or tap here to enter text.

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1. Description
	1. Background and purpose

Describe the background and purpose. Text can be retrieved from the project plan.

Click or tap here to enter text.

1. Results
	1. Project results

Summarise the project’s results based on the goals set in the project plan

Click or tap here to enter text.

* 1. Project results for continued application/turnover

Summarising the results can/have stimulated university development, as well as how the project can function as a pilot, pre-study for a possible continued introduction at the university. Provide suggestions for continued application, costs and how implementation can take place.

Click or tap here to enter text.

1. Implementation

Was the scheduling, human resources, etc. maintained.

Project start: 20xx-xx-xx

Project closure: 20xx-xx-xx

Click or tap here to enter text.

1. Economics
	1. Budget and project costs

Describe all the costs of the project and complete a final report.

Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| Type of cost | Budget | Outcome/Results |
| Personnel costs |  |  |
| Material costs |  |  |
| Travel and accommodation costs (not travel between camus) |  |  |
| Other costs |  |  |
| Indirect costs (Overhead) |  |  |
|  |  |  |
| Sum of crowns |  |  |

1. Project evaluation

Describe how the project has been evaluated and what came out as described in the project plan.

Click or tap here to enter text.

1. Annexes

Enter any attachments that may be of interest.

Click or tap here to enter text.