

Draft
General Guidelines
Recommended Format for Final Reports

1.0 Introduction

The Final Report provides a comprehensive view of the results obtained, the methodologies and approaches employed, and an elaboration on the degree to which the objectives of the project were reached.

2.0 General

The Final Report will be used by the Contract Manager and Task Order Manager for project evaluation, and is a prerequisite for acceptance of final invoiced costs. The submission of the Final Report is synchronized with the final invoice for the project and should be submitted within forty-five days of project completion, cessation, or termination.

The Final Report must be accompanied by the Periodic Progress Report for the last period. Therefore, the managerial and administrative aspects of the project should not be repeated in the Final Report. The size of the Final Report is dependent on the complexity of the project and the magnitude of the issues experienced during the project's existence.

Although the Final Report is contractually due forty-five days after the end of the Task Order, a draft should be available ten working days before the final project review. This will facilitate the assessment of the project and will allow the Task Order Manager to review the document and suggest improvements for inclusion in the final version.

Report content should be presented formally during the final review meeting to ensure clarity and provide a question and answer period.

3.0 Format

The Periodic Progress Report should be structured as follows (required sections are shown in italics):

- *Front Page* will include title and number of the project, title of the report, the reporting period, the start date and duration of the task order, etc.
- *Table of Contents*
- *Executive Summary* should provide a summary of the objectives and main achievements of the project.
- *Project Objectives* provides a list of the project's objectives and an assessment of the consultant's achievement, the barriers to accomplishment of the objective, and recommendations for future action.

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- *Methodologies* employed to achieve the project objectives. This should include comments on the advantages of methodologies used over other possible alternatives.
- *Project Results and Achievements* including:
 1. Comparison to the original project objectives
 2. Relations and synergies with other relevant projects
 3. Any implications for Department of Transportation policies and standards
 4. Any benefits to society – this section should include a brief discussion on how project results may potentially contribute to :
 - Supporting the growth of industry,
 - Enhancing competitiveness in a particular market,
 - Protecting and preserving the natural and human environment and resources,
 - Enhancing the quality of life, or
 - Other contributions.
- *Deliverables Table and Summary Sheet*. This section should provide a list of the major project deliverables and the Summary Sheet should briefly describe the deliverable in a comprehensive table.
- *Conclusions*