

The Project Completion Report is a document which summarizes all of the activities at the conclusion of a project: The final project deliverables and changes to the project, financial details, and any follow-up activities which are expected from either the Project Team or Sponsor.

The Project Completion Report is intended to address several issues:

- Obtain written agreement among all stakeholders that the project has reached a satisfactory conclusion, or specifies what issues are still unresolved.
- Avoid ambiguities and misconceptions between the project sponsor and team members;
- Present a definitive conclusion for the project for both the Project Sponsor and Team.
- Provides agreement for sharing the results of the project with the general community through cIRcle, UBC's online digital repository (<https://circle.ubc.ca/>).

** You are required to obtain either signed or electronic approval from your project sponsors based on the Project Charter, and to submit the Project Completion Report to the Project Lab. The report must be submitted prior to your final mark being released in late Feb / early March. **Failure to do so will likely result in your mark for the course being withheld.** **

Below are suggested components for your Project Completion Reports for APSC 459 and 479. The section below can be used as a template only; please include any other sections you think necessary for the review with the team members and sponsors.

Project Number, Title, Start Date, End Date: Dates for work described in Proposal. Start Date is typically the submission date for the final Proposal document, End Date typically the hand-in date for the final report.

Project Summary: A condensed version of the Executive Summary from the Final Recommendation Report.

Original Deliverables, Actual Deliverables, Reason for Changes: This section is meant to highlight any changes in the direction and outcomes of the project during the course of the project, and to confirm that changes were agreeable to both the sponsors and team members when the decisions were made.

Final Budget Estimate and Source of Funds:

Indicate overall estimated cost of components, materials, and services. Also confirm who will be providing funding for the project.

The project lab has an allocation of ~\$200 max per project to fund for all projects, after which items are either (a) funded by Project Sponsors, or (b) by Project Lab, with the understanding that the items may remain property of the Project Lab.

Follow-Up Items: This is a list of tasks expected to be completed after the discussion between the Sponsor and Team. All items in this section must be specific, and must have an end-date.

If the task list becomes too long, it is recommended that a separate project charter be constructed specifically to cover these items, or that.

Other Issues Remaining: This section includes any other unresolved points of discussion not covered in the other section, including:

- Suggested people or groups to share the results of the projects
- Suggested directions for the project sponsor;
- A list of tasks for the next student group to work on the project;
- Confidentiality of project results;

Follow-Up Items: This is a list of tasks expected to be completed after the discussion between the Sponsor and Team. All items in this section must be specific, and must have an end-date.

Permission to post report on UBC cIRcle: This is the online document repository for UBC and contains theses, reports and other documents created by students and faculty at UBC. The Project Lab would like to post student recommendation reports from APSC 459 and 479 with the system, but requires student and sponsor approval before doing so. It is not a course requirement for the students or project sponsors, and neither group should be compelled to do so.

Project sponsors grant their approval using the Project Completion Document.

Students need to sign the official distribution license, as authors and copyright holders of the final report,:

http://www.library.ubc.ca/circle/Non-exclusive_distribution_license.pdf

Project Charter Sign-Off

Please obtain signed or electronic verification from all necessary individuals.

Project Completion Report - APSC 459/479, Engineering Physics Project Lab

Project Number:

Title:

Start Date:

End Date:

Project Summary:

Original Deliverables:

Actual Deliverables, and Reasons for Changes:

Physical transfer of items completed, including:

Prototype/hardware

Test Equipment / Sensors

Software

Documentation

Are there any items to remain in possession of the students or project lab?

**Final Budget Estimate and Source of Funds
(attach spreadsheet with details if required):**

Follow-up task list (specify the task, person responsible, end date):

Other Issues Remaining:

Permission to post report on UBC cIRcle, the non-exclusive online document repository (<https://circle.ubc.ca/>)

Student sign-off can be found here:

http://www.library.ubc.ca/circle/Non-exclusive_distribution_license.pdf

Project Sponsors Please Initial:

Yes, I grant permission for submission to cIRcle

No, I do not grant permission (reason: _____)

Signatures:

Name/Date
Project Sponsor

Name/Date
Project Sponsor

Name/Date
Team Member 1

Name/Date
Team Member 2

Name/Date
Team Member 3

Name/Date
Project Lab

UBC cIRcle License – to be signed by student team members and submitted to Project Lab.

NON-EXCLUSIVE DISTRIBUTION LICENSE (Version 1.0)

1. By signing and submitting this license, you hereby grant to The University of British Columbia (“UBC”) the non-exclusive royalty-free right to include in the Institutional Repository at UBC (“cIRcle”) the material identified below (the “Submission”), including the descriptive information, metadata and abstract and to reproduce, translate (as described below) and distribute the Submission in any format and in any medium.
2. UBC will:
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 - (b) where provided, identify in cIRcle the owner of copyright in the Submission, if different from the author(s), as indicated by you at the time of making the Submission to cIRcle or as you may notify UBC from time to time; and
 - (c) not make any alteration to the Submission other than as allowed by this license.
3. You agree that UBC may keep more than one copy of the Submission and translate the Submission to any medium or format for the purposes of security, back-up, preservation and use of the Submission in accordance with this license.
4. If any of the following statements of fact are not accurate as applied to you and the Submission, you must contact cIRcle before proceeding further. You represent and confirm that:
 - (a) you have the right and authority to grant the rights set out in this license. If there is more than one author, all co-authors have approved the Submission and have read and agreed to the terms of this agreement;
 - (b) to the best of your knowledge, the Submission does not infringe copyright or other intellectual property rights of any other person;
 - (c) if the Submission contains material for which you do not hold copyright (and the use of which exceeds fair dealing) and is not public domain, you have obtained the unrestricted permission of the copyright owner to grant to UBC the rights required by the license and that such third party owned material is clearly identified and acknowledged within the text or content of the Submission;
 - (d) the Submission does not contain any confidential or proprietary information belonging to others;
 - (e) the Submission does not contain any libelous or other unlawful matter and does not improperly invade the privacy of another person;
 - (f) there are no unexpired required publication delays on the distribution of the Submission; and
 - (g) the information you provide about the Submission is accurate.
5. If the Submission is based upon work that has been sponsored or supported by an organization other than UBC, you represent and confirm that you have fulfilled any right of review or other obligations required by the contract or agreement with such sponsor.
6. You may direct UBC to remove access to the Submission from cIRcle in accordance with cIRcle withdrawal policies. You acknowledge that the bibliographic reference to the Submission will be retained in cIRcle, but the Submission will no longer be publicly accessible.
7. UBC may remove access to the Submission from cIRcle if it is found to violate any copyright, trade-mark, patent or other rights whatsoever of any person, or in accordance with cIRcle withdrawal policies. The bibliographic reference to the Submission will be retained in cIRcle, but the Submission will no longer be publicly accessible.
8. You agree that UBC is not responsible for any misuse of the Submission by third parties who access the Submission through cIRcle.
9. You understand and acknowledge that your participation in cIRcle is voluntary and not required as a part of your employment relationship with UBC.

Submission Information
Title:
Author(s):
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Publication Details (if Submission previously published):

I have read and understand this agreement and agree to the terms set out above. This agreement may be delivered and/or stored by electronic means, and any such electronic copy will be deemed to be an original copy of this agreement.

Date: _____

Signature(s): _____

Print Name: _____

(June 16, 2008)