



## Final Report Template

Project Title:

Project Number:

Date of Report:

**Note: The Final Report is due to your Project Adviser within two months after the project completion date.**

*If any material supplied in, or attached to, this report contains confidential information, or is otherwise unsuitable for wider dissemination, please clearly mark accordingly and highlight directly with your Project Adviser (including the reason for wishing to treat the material in this manner).*

**This information from Sections 2 – 5 and Section 11 will be published on the Ministry for Primary Industries (MPI) website unless you advise us otherwise.**

### 1. Milestone Summary Table

Milestone Number	Milestone [As per SFF contract schedule]	Completion Date		Percent Complete
		Original	Actual	

### Summary of Key Performance Indicators

(NB: This section only applies to projects from 2010 onwards. Outline progress against the KPIs listed in your original project plan, by using direct measures (e.g. percentages, cumulative totals, etc). If a KPI can only be measured in the longer-term, then please note when and how this could be recorded.)

KPI Description	Overall Progress

## 2. Project Objectives

(Why did you do this project? What were your key objectives at the start of the project? Outline if any of these objectives changed during the course of the project.)

## 3. Approach

(What did you do – how did you go about it?)

## 4. What were the main findings from this project?

## 5. What difference has this project made to your group / community of interest / industry?

(Include intangible benefits where significant — e.g. “enabled us to develop a strong on-going working relationship with the scientists”).

6. If you did the project again what would you do differently?  
(i.e. what worked and what didn't?).

7. Is there anything the SFF could have done differently?

8. Is there anything that you have learnt that would be useful for new project teams?

9. Where to from here – what are the next steps?

## 10. Financial summary

Provide a brief comment as to whether the project was completed on budget; whether there is any grant money left unspent. Please provide a financial statement to summarise the incomings/ outgoings over the life of the project – you can either attach a copy of your own financial statement or use the “final financial template” available at our website <http://www.mpi.govt.nz/sff/>

## 11. List and attach any major outputs from the project.

Examples could include:

- Scientific reports
- Code of Practice/ Best Practice Guide
- Publications (booklets, posters, links to websites)

**If appropriate, we would like to publish a copy of the above on our website: please provide an electronic copy for this purpose preferably in Word format.**

## Report Confirmation

Name [Project Manager]	Confirmation	Date
	I hereby confirm the above information is true and correct:	

## Submission Notes:

1. **Final Reports should be sent electronically** to the MPI SFF Fund Administrator **and** your Project Adviser (in the same e-mail as the final Request for Payment form and invoice). Also attach electronic versions of any resources developed.

**Please ensure you put your project number in the e-mail’s subject line:**

e.g., 09/999 Final report 2011.

2. **Hardcopies of any project resources** developed should be **posted** to the Fund Administrator **and** your Project Adviser.