Waterschool Final Report Guidelines

(insert here your School's logo)

Project Title: BECOME A WATERSCHOOL
School:
Address:
Email Address:
Phone Number:
Referring Person:
Project Start Date: MM-DD-YYYY
Project End Date: MM-DD-YYYY

Executive Summary

The Executive Summary presents the major information the report contains. Its readers are in you case school stakeholders who normally need broad understanding of the project and how it fits into a coherent whole.
Executive Summary allows readers to learn a gist of the activities your school developed.

The Executive Summary should include:
1. Problem statement and scope of the project
2. Critical tools/ methods used
3. Major results / findings
4. Conclusions & Recommendations

The Executive Summary is not used as an introduction to the report, but is an independent, entirely condensed version – the report in miniature. It generally has the following characteristics:
- Length: Maximum 1 page
- The Executive Summary should include no terms, abbreviations, or symbols unfamiliar to the reader. Again, readers should understand the content of the Executive Summary without reading the rest of the report.

1. Project Overview

1.1. Project Case
- What are the compelling **reasons** for embarking on this project?
- Is the project linked to key **goals** and objectives?
- What key output **measure**(s) will the project leverage and how?

1.2. Problem Statement
Include:
- What?
- Where?

- When?
- How much?
- How do you know it's bad?

1.3. Goal/Objective Statement
Using S.M.A.R.T.: Specific, Measurable, Achievable, Relevant, Time Bound, as already shown.

1.4. Scope
- What are the boundaries of the scope? What is in bounds and what is not?
- What is the start point? What is the stop point?
- How does the project manager ensure against scope creep?
- What constraints exist that might impact the team?

1.5. Financial Benefits
Savings, i.e. measure of the financial impact of Waterschool in different domains (families? School? Town?).

	Original Forecast	Revised Forecast	Actual Savings To Date
Date			
Savings			

1.6. Non-financial Benefits

Metric	Goal

1.7. Other Organizational Benefits (Not Measured or Not Measurable)
List other positive results from your project: consequential metrics that may actually have improved, side benefits to other schools, potential savings, increases in capacity, process understanding, morale, stakeholders' good will, etc.

1.8. Summary of Changes Made tin your School
List the changes made in particular concerning the use of tap water as basic beverage, the reduction of bottled water, the set up of tap water fountains, etc.

1.9. Timeline
Provide the Planned & Actual completion dates of the project's major milestones: you can resort to your GANNT sheet, as already explained.

activity	Start	End

2. Phase Summaries & Deliverables

The **phase summaries** are where you tell the story of your project.

In these summaries, discuss the tools you used in each phase, conclusions drawn and actions taken, based on your data.

You should include any significant statistical and graphical output with discussion and interpretation pertaining to the major deliverables by phase.

2.1. Define

Discuss the problem you examined (i.e.: improve the use of tap water, reduce plastic bottle use). You might possibly integrate visuals and data summaries with text.

2.2. Measure

Analyze current performance levels (i.e.: tap water consumption; reduction of bottled water, etc.) and identify goals you achieved.

2.3. Analyze

Analyze gaps between current performance and target performance levels, explaining possible sources of variation (e.g., why it was not possible to completely eliminate plastic bottled water).

2.4. Improve

Identify innovative ways you adopted to address your previously defined target performance goals.

2.5. Control

Identify the methods of control you followed.

2.6. Conclusions

Summarize project conclusions, lessons learned and potential future areas of improvement.

Although not required as a deliverable, don't forget to give credit to team members and key project contributors.

3. Appendix

Use appendices to present information that is too bulky to be presented in the body of the report or that will interest only a few readers.

For example, large diagrams or charts, computations, graphical and statistical output, test data and texts of supporting documents should appear in appendices.