***Final Project Report***

**Name of Project: Project Name**

**Project Type: New Construction, Deferred Maintenance & Renewal, Renovation and Repurposing** *(select the appropriate one(s))*

**Location of Project: University, Campus, Building Name and Number, City**

**Project Number: ########**

**Date of Report: Month, day, year**

**INTRODUCTION**

A Final Project Report (FPR) is required for all projects with a total project cost in excess of $250,000 that has progressed beyond the Preliminary Administrative Approval stage of the Capital Project Development process. This report must be completed and submitted no later than 90 days after the warranty period ends.

The FPR represents termination of the capital project development process as a result of project completion, abandonment, discontinuation, shelving with no further action anticipated for a considerable time, or consolidation with another project or projects in accordance with Regents Policy. The FPR should provide an executive overview of a capital project with supporting detail to allow the University to accurately report to Federal, State, University and other parties on the outcome of a project. The FPR must include a variance report identifying any significant changes in scope, budget, schedule, funding plan, operating cost impact, or other cost considerations since issuance of the construction contract award report, and an explanation of any significant circumstances surrounding project completion or its discontinuance.

**BODY OF REPORT**

Project Abstract

*Provide a short summary (two to three sentences) of the full scope of this project and what it will accomplish. This may be brought forward from the SDA unless it has changed. If this report is for a phase or a subproject, then it should identify only what was accomplished under that approval.*

Reason for Project Termination

*Insert text to provide a brief explanation of the manner of termination of the project. Examples: Project completed successfully, abandoned due to lack of funding or program support, shelved awaiting adequate funding, project consolidated with project (name) for (reason).*

Variance Report

*Insert text to summarize any significant changes in project scope, budget, schedule, funding plan, operating cost impact or other cost considerations since issuance of the construction contract award report or the last Project Change Request and an explanation of any significant circumstances surrounding project completion or its discontinuance.*

Final Funding Report

*Insert text that describes how the project was funded, identifies additional funding sources if any were required, indicates the reallocation of any fund balances, what funding will be required to complete any scope that could not be completed with the funding available, how the remaining phases will be funded if the project was phased, etc.*

Total Project Cost and Funding Sources

*(list each funding source)*

Allocated Funding Title Fund Account Amount

FY## Capital appropriation ######-##### $0,000,000

FY## Capital DM&R Funding ######-##### $0,000,000

FY## Operating Funds ######-##### $0,000,000

**Total Project Funding $0,000,000**

**Final Project Expenditure $0,000,000**

Annual Facility Costs *(For New Construction or Major DM&R and R&R projects)*

Facilities Costs: Projected Amount Actual Amount

Maintenance & Repair $000,000 $000,000

Utilities $000,000 $000,000

Operations$000,000 $000,000

**Projected vs. Actual Annual O&M Cost $000,000 $000,000**

Annual Renewal and Replacement deposited into Fund 7 or UBF$000,000

**Total Actual Annual Costs $0,000,000**

Final Project Schedule

DESIGN

Project Initiation Date

Preliminary Administrative Approval Date

Conceptual Design Month/year through Month/year

Formal Project Approval Date

Schematic Design Month/year through Month/year

Schematic Design ApprovalDate

Construction Documents Month/year through Month/year

BID & AWARD

Bid Period Month/year through Month/year

Construction Contract Award Date

CONSTRUCTION

Start of Construction Month/year

Construction Complete Month/year

Date of Beneficial Occupancy Month/year

Warranty Period How long

Project Delivery Method Used

Design-Build, Design, Bid, Build, CM@R, Term Contract, etc.

Project Team

Design Team

Construction Contractor

Major Subcontractors

Project Review Results

*Attach a copy of the final audit, if one was completed, or insert text that describes the lessons learned during this project, recommendations for future projects, etc.*

Supporting Documents

Final Project Budget

CM@R Audit Report, (if applicable)