

Annex 7 to the Call Conditions

Final Report ‘Lessons learned and future plans’ template¹

Total length of the report – up to 15 pages

Project number	
Project title	
Project coordinator	
Project duration	from dd/mm/yyyy to dd/mm/yyyy

This report stands as a review of the main outcomes of the project and the lessons learnt, with an outlook to prospective follow-up actions and upscaling of the innovative approach applied to the project, funded either through the ESF+ or other available sources. An analysis of the project results and feedback from project stakeholders helps the Beneficiary to identify the root causes of issues that occurred during project implementation and to prevent those issues or minimise potential risks in further application of the innovative approach on a larger scale.

The report is structured into the following main sections, though the Beneficiary may include additional sections in the report if they are deemed relevant.

1. Outline of the project

In this section, provide a description of:

- *Project background, objectives, and innovative approach applied.*
- *Consortium composition.*
- *Project target and the expected outputs.*
- *Project implementation and the major changes in the planned activities.*

The information should not be too detailed and should give an overall picture of the project.

2. Analysis and evaluation of project outcomes and impact

In this section:

- *Present project outcomes and describe the indicators applied.*
- *Provide an analysis of the project’s impact on the target group, the participating entities and the employment system in general, along with a description of the indicators applied.*
- *Provide an analysis of the reasons why the project may not have achieved the expected results to the extent planned (if applicable).*

3. Structured feedback from involved entities and relevant stakeholders

In this section:

- *Provide information on the methods you used to gather structured feedback from the involved entities and relevant stakeholders on aspects of the innovative approach and the overall project implementation.*
- *Present the feedback. Please share the insights and recommendations (what worked well, what did not work, and what could benefit from alternative approaches) provided by the entities. You can indicate recommendations for improvement in the Section 4.*

¹ This format serves as a suggested framework for the final report, including the mandatory parts. Additional elements may be added as needed.

4. Lessons learned and recommendations for applying the innovative approach

In this section:

- Provide a general assessment of the innovative approach application.
- Highlight the positive aspects of the innovative approach application by providing an analysis of what worked well and should/could be replicated.
- Provide an analysis of what did not work well and should be reconsidered in subsequent implementations.
- Share the lessons learned and offer recommendations for future replicators and/or developers of the innovative approach, filling in the table below.

For the analysis of the lessons learnt, please fill in the table. You may add as many rows to the table as necessary.

No.	Situation description (what happened)	Impact on project implementation	Early warning signs/ cause	Actions taken (what was done)	Recommendations for improvement
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

5. Planned follow-up activities and a long-term sustainability strategy for rolling out the innovative approach

In this section:

- Describe your future plans for the upscaling of the innovative approach on a larger scale based on the experience and results of the project;
- Analyse possible challenges and constraints you may encounter when upscaling the innovative approach and provide the measures you intend to implement to tackle them;
- Provide information on potential financial needs and the funding sources you have identified to meet those needs and to ensure long-term sustainability of the initiative.