

**Workplace Innovation Productivity Skills Incentive (WIPSI)**

**WIPSI Final Report Template**

**Business/Organization Name** *(legal name):*

**Project Title:**

**LaMPSS Agreement Number:**

**Reporting Period (Start-End):**

**Project Location(s):**

**1. Project Overview**

**Project Summary:** *(Provide a short description of what the project set out to do.)*

**Proposal Alignment:** *(Summarize how the work delivered aligns with what was proposed.)*

**Changes to Scope:** *(Note any significant changes to activities, schedule, participants, or delivery method.)*

**Workplace Innovation Productivity Skills Incentive (WIPSI) – Project Proposal**

**2. Objectives and Scope (from Proposal)**

Specific Goals: *(List the goals as outlined in the approved proposal.)*

Target Audience: *(Describe who the project intended to benefit – sectors, businesses, employees.)*

Scope of Work: *(Define key activities, locations, number of participants as originally proposed.)*

**3. Expected Outcomes & Impact (from Proposal)**

Measurable Outcomes: *(List the outcome targets as per proposal — e.g., # employees trained, productivity gain %).*

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Program Alignment: *(Explain how the outcomes align with WIPSI program objectives: workforce development, innovation, productivity, inclusion.)*

**4. Evaluation & Measurement Plan (Reflecting Proposal Section 4.3.5)**

a. Success Metrics (as per proposal)

Intended Outcome / Success Indicator	Evaluation Method (proposal)	Target Result	Actual Result	Data Source / Evidence

b. Evaluation Methods Used:

*(Describe how outcomes were tracked — data collection methods, frequency, tools used, participant survey details, etc.)*





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Lessons Learned: *(What key insights would you retain?)*

Recommendations: *(What would you do differently and what advice do you have for others?)*

**7. Sustainability & Scalability**

Sustainability Plan: *(How will benefits continue beyond the funding period?)*

Scalability: *(Could this model be expanded or replicated across other businesses/sectors?)*

Partnerships / Future Opportunities: *(Identify any follow-up initiatives, funding or partnership opportunities.)*

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**8. Summary of Results & Declared Outcomes**

Narrative summary (2–3 paragraphs): *(Weave together the activities, outcome results, evaluation findings, lessons learned.)*

To what extent did the project meet or exceed what was committed in the proposal?

Key takeaway message for internal/external stakeholders.

**9. Declaration**

I certify that the information provided in this report is true and accurate, that project activities and expenditures comply with the terms of the funding agreement, and that data reported is based on actual outcomes.

**Authorized Representative Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_