Post Project Review Guide

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| Project Title | [type the project title here]  |
| Project Manager |  |
| Meeting Venue & Date |  |  |

I Agenda (sample)

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| Topic  | Lead | During (Around 1.5 hours) |
| Brief overview of projectPurpose of project, major accomplishments, major risks, comments | Project Manager | 15 minutes |
| Review by TeamGoals, Objectives, Deliverables, Schedule, Budget, Success Criteria (where they met, partially met, missed?) | All  | 15 minutes |
| What worked/What could have done better?Some areas to consider:* Project Planning
* Project Management
* Project Scheduling & Tracking
* Project Estimating
* Communication (with team, other groups/stakeholders, sponsor)
* Risks Management
* Vendor Management
* Issues Management
* Stakeholder Management
* Resourcing
* Users
* Development Approach
* Methodology
* Analysis & Design
* Development
* Testing
* Implementation
* Training, documentation
 | All | 60 minutes |