Post Project Review Guide

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

I Agenda (sample)

|  |  |  |
| --- | --- | --- |
| Topic | Lead | During  (Around 1.5 hours) |
| Brief overview of project  Purpose of project, major accomplishments, major risks, comments | Project Manager | 15 minutes |
| Review by Team Goals, 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 |