Post Project Review Report

|  |  |  |
| --- | --- | --- |
| Project Title | [type the project title here] | |
| Project Manager |  | |
| Meeting Venue & Date |  |  |
| Names of attendees  & their Roles |  |  |

## I Project Closing Summary

|  |  |  |
| --- | --- | --- |
| Project Start Date | Planned End Date | **Actual End Date** |
| e.g. 01-01-2013 | e.g. 30-06-2013 | **e.g. 31-07-2013** |
| Planned Person-months | Actual Person-months | **Manpower Variance (months) (Planned – Actual)** |
| e.g. 4 | e.g. 5 | **e.g. -1** |
| Planned Budget (millions) | Actual Cost (millions) | **Cost Variance (millions)**  **(Planned – Actual)** |
| e.g. 1.5 | e.g. 1.2 | **e.g. 0.3** |
| Overview by Project Manager: (brief conclusion of accomplishment, and etc.) | | |
|  | | |

# II Review by team of the following items against the Project Plan:

|  | *Met /*  *Partial Met* | *Missed /*  *Comments* |
| --- | --- | --- |
| Objectives  & Scope |  |  |
|  |  |
| Requirements & Success Criteria  & Quality |  |  |
|  |  |
| Schedule  & Milestones  & Deliverables |  |  |
|  |  |
| Budget  & Cost |  |  |
|  |  |
| Manpower  & Other Resource |  |  |
|  |  |

# III What worked well & what could have done better?

|  |  |
| --- | --- |
| Well Done | Could be done better |
|  |  |

# IV Lessons Learned, Improvement Suggestions & Action Plans

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| --- |
|  |