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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| --- |
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