

Post Project Review

Issued By:

Date:

Key Project Stakeholders Consulted:

For each Project Milestone or Phase, identify what worked, what didn't work and ways to improve the process the next time.

Milestone/Phase	What Worked	What Didn't Work	Ways to Improve

Was the client satisfied with the outcome? Why/why not?

Were the resources allocated appropriate, sufficient and efficiently used? (i.e. time, people, money)

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How well did the project/team do...

In achieving and meeting project objectives?

At meeting deadlines and the final completion date?

At monitoring and staying within budget?

At communicating?

At identifying and managing variances?

Lessons Learned: What are the key lessons learned that could be applied to future projects?

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