Post Project Review & Lessons Learned

This document creates the structure for the post-project review meeting. The document is filled out during the meeting and filed with the project documentation.

Project Title

Project Manager

Project Members

Review Date

Check if completed

- Deliverables completed?
- Team members recognized?
- Owners and sponsors signed off?
- Results documented?

Did the project satisfy the project statement?  □ YES  □ NO

How well were customers, sponsors and end users satisfied with the project? (Include ratings from customer feedback & anecdotal comments.)

What requirements were not met and why?

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<th>REQUIREMENT</th>
<th>REASON NOT MET</th>
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How closely did the project stay on schedule?

- Completed early
- Completed on promised date
- Completed within 10% of the due date
- Completed over 10% of the due date

Which major deliverables were late and why?

How close was the cost estimate to actual?

- Within 10%
Post Project Review & Lessons Learned

☒ Between 11% and 20%
☒ Between 21% and 40%
☒ Over 40%

☒ Did changes in resource availability affect overall implementation – how?

☒ How well did the project team work together?

☒ How were performance expectations set and maintained?

☒ What, if any, changes were made to the project definition after implementation started? Why?

☒ What, if any, changes were made to the project plan after implementation started? Why?

☒ What should we do to improve the next project we undertake?