

POST PROJECT REVIEW CHECKLIST

This checklist is designed to ensure that you capture a complete and accurate review of the project, its successes, failures, weaknesses and issues encountered. Your project review document should include the following sections:

- Project Summary
- Team and Staffing
- Comparison of Actual to Planned Deliverables
- Transition to Operations
- Project Costs
- Project Schedule
- Recommendations.

It is important that any lessons learned are communicated clearly to all necessary parties and that they are incorporated into future projects and their processes to ensure future projects are successful.

PROJECT SUMMARY

Your project summary must give sufficient detail of your projects objective and scope to ensure all readers of this review document are aware of the initial expectations of your project. Without enough background information those who read this document will not be able to make an informed decision regarding your recommendations.

In this section you will provide a high-level overview of how well, or not, your project achieved its objective, highlighting key issues that occurred. It is important that you make reference to the lessons you learnt and how you believe such issues can be overcome or avoided in future projects.

TEAM AND STAFFING

A significant factor of any project is the actual team itself and the skills and knowledge of the individuals allocated to the project. You will also review how appropriate the project resources were at its various phases.

A complete list of the project teams details – name, project role, contact information etc. - must be included so that can be contacted for advice or information so that future projects avoid the pitfalls and attain the same benefits.

COMPARISON OF ACTUAL TO PLANNED DELIVERABLES

In this section your document will compare what actually occurred on the project in terms of deliverables, timings etc to that of the project plan. It is through such analysis that you will be able to identify such issues as 'scope creep', poor management of expectations, insufficient contract terms to ensure suppliers performed as required, excellent communications management, strong financial controls etc.

Such findings enable future projects to learn from these issues and avoid similar problems in similar future projects.

TRANSITION TO OPERATIONS

Another key aspect of any project is how smoothly and well managed the transition from it to the operations. The success of future projects rely on capitalizing best practices that result from a project and are mindful of the pitfalls that occurred and where possible plan to avoid.

This stage of the project will have many hidden, or even unexpected cost implications if it goes poorly. It is vital that any difficulties or challenges that were encountered are recorded so that future projects can learn from the good and bad of this transition.

PROJECT COSTS

An essential aspect of any project is how well the financial aspects of it were managed. Did the project stay within budget or did it exceed it and if so by how much. The latter needs to be assessed in terms of the impact it has on your organization's ability to conduct other projects as a result of the overspend.

There are many issues that can influence project costs, these include:

- Lack of planning & scheduling
- Lax monitoring
- Scope Creep
- Poor change management
- High cost of scarce resource
- Etc.

This section should detail how well costs were controlled and if this was done poorly did it focus on a specific area, resource or phase of the project. Any variance from the planned budget must have an adequate explanation for this difference.

Lessons learnt in the areas of financial control will enable improvements to be made within the organization's project management methodology.

PROJECT SCHEDULE

This is where you will describe how well the project achieved its schedule and timeline. You will provide information on the reasoning and causes of delays in schedules and extensions to the end dates of project phases or its completion.

Information gathered in the project review process and closure phase is an excellent source of initiatives that can be incorporated into your organizations project management methodology so that future projects perform better.

RECOMMENDATIONS

This section is your opportunity to identify process and methodology improvements that can be integrated into the planning and monitoring of future projects. This section should provide an explanation of the changes you wish to be adopted with the justification and reasoning being describe in full within the relevant section of this document.

This section provides a high-level description of your recommendations cross-referencing other sections for supporting evidence.