**Project Review Template**

ligne courte

To help you write your project review, Appvizer provides this free template.

All that’s left to do is fill out the document with the characteristics of your project!

More info: <https://www.appvizer.com/magazine/operations/project-management/project-review-template>

## Reminder of project objectives

### Project characteristics

|  |
| --- |
| **Name of the project**:  **Accountable**:  **Date of the report**:  **Appendix**: |

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### Project scope

|  |
| --- |
| *{Short explanation of the project context and main objective}*  **Main objective**:  **Scope**: |

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### Client(s)

|  |
| --- |
| *{Fill in with the client(s)’ information}*  **First name**:  **Last name**:  **Contact information**:  **Position**:  **Need**: |

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### Project team

|  |
| --- |
| *{Fill in with the names of the project team members}*  **Accountable / Project Manager**:  **CTO**:  **Developers**:  **Scrum Master**:  **Consulted stakeholders**: |

## Gap analysis

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Planned** | **Actual** | **Gap** | **Analysis** |
| Duration |  |  |  |  |
| Budget |  |  |  |  |
| Deliverables |  |  |  |  |
| Quality |  |  |  |  |
| Other |  |  |  |  |

## Risk management analysis

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Probability (%)** | **Seriousness**  **(1 - 5)** | **Actual impact** | **Remarks** |
| Falling behind schedule |  |  |  |  |
| Budget overruns |  |  |  |  |
| Neglected needs |  |  |  |  |

## Technical review

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Functional need** | **Technical solution** | **Positive impact** | **Negative impact** | **Conclusion** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Organisational review

|  |
| --- |
| **Project management methodology used:** *(ex: Scrum)*  Positive impacts:       Negative impacts:       Conclusion: *{Why has this methodology worked? If it isn’t optimal, why and what are possible alternatives?}*  **Tools used**  To keep:       To discard:        **Documents used**  To keep:       To discard: |

## Client satisfaction

|  |
| --- |
| **Goal reached**: *yes / no*  **Positive elements**:        **Elements to improve**:        **General appreciation**: |

## Lessons learned

|  |  |  |
| --- | --- | --- |
| **Area** | **Lesson(s)** | **Analysis** |
| Technical |  |  |
| Methodology |  |  |
| Human Resources |  |  |
| Delays |  |  |
| Costs |  |  |
| Risks |  |  |

## Executive summary

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| --- |
| *{To be completed by the Project Manager}* |