**Project Review Template**



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**:*
*
 |

###

### Project scope

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

###

### Client(s)

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

###

###

###

###

###

###

### 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

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