|  |  |  |
| --- | --- | --- |
| [Company]  [Company Address] | Tel:  Fax: | [Company Phone]  [Company Fax]  [Company E-mail] |
| May 16, 2015 | [Ref. number]  Marc Arnecke, PMP | | |

|  |
| --- |
| [Project Name] |

|  |
| --- |
| [Sub-Project, phase, etc.] |
| Post Project (Phase) Review |
| This post project review is a summary and comparison of the original demands of the project and what the actual result is. Unlike the lessons learned, the main focus is on the baselines. |

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# Introduction

Write a high level project summary.

# Project Team

| **Name** (last, first) | **Project Role** | **Main responsibilities** | **From** | **To** | **Contact** |
| --- | --- | --- | --- | --- | --- |
| Lastname, Firstname | Quality control eng. | Off-site control and finishing works | March 2013 | Oct. 2013 | mail@mail.com |
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# Deliverables - Planned vs. Actual

List up the initial (contractual) deliverables and compare against the actual deliverables. Give a brief explanation about changes whether deliverables were added or omitted.

| **Planned deliverables** | **Actual deliverables** | **Change summary** |
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# Project Cost - Planned vs. Actual

Compare the budgeted cost against actual cost and explain the differences.

| **Planned cost** (by control account) | **Actual cost** | **Change summary** |
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# Project Duration - Planned vs. Actual

Compare the planned project duration against the actual duration and explain the differences.

| **Planned completion** | **Actual completion** | **Change summary** |
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# Project Success

Explain why the project was executed successful or un-successful.

# Project Acceptance

Was the project accepted by the client? (Attach a copy of the acceptance certificate).

# Improvement Recommendations

Summarize how similar projects can be done better in the future.

# Project Sponsor Acceptance

|  |  |  |
| --- | --- | --- |
| **Prepared by:** | **Reviewed by:** | **Approved by Proj. Sponsor:** |
| Place, dd/mm/yyy | Place, dd/mm/yyy | Place, dd/mm/yyy |
|  |  |  |
| Marc Arnecke, PMP  Designation | Name  Designation | Name  Designation |