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May 16, 2015

[Ref. number]

Marc Arnecke, PMP

## [Project Name]

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*[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



## 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



## 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



## PROJECT DURATION - PLANNED VS. ACTUAL

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

Planned completion	Actual completion	Change summary



## **PROJECT SUCCESS**

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





## **PROJECT ACCEPTANCE**

Was the project accepted by the client? (Attach hand-over and/or acceptance certificates).



## **IMPROVEMENT RECOMMENDATIONS**

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



## PROJECT SPONSOR ACCEPTANCE

<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by Proj. Sponsor:</b>
Place, dd/mm/yyyy	Place, dd/mm/yyyy	Place, dd/mm/yyyy
Marc Arnecke, PMP Designation	Name Designation	Name Designation