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|  | [Company Address]  | Fax:  | [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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Marc Arnecke, PMP [Ref. number] 2 / 11

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# INTRODUCTION

Write a high level project summary.

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# 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.

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| --- | --- | --- |
| **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.

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| **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.

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| --- | --- | --- |
| **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  |