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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.

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