



[Company]

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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



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 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/yyyy	Place, dd/mm/yyyy	Place, dd/mm/yyyy
Marc Arnecke, PMP Designation	Name Designation	Name Designation