

## Project Review *Guide*

A guide to completing the Project Review

### Strategic Capital, Infrastructure and Projects

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## Overview

*The Project Review is a tool used at the completion of a project to review how the project proceeded. The Project Review is conducted by the Project Manager for the project and addresses the areas of key outcomes, project objectives, project benefits, business requirements, budget/cost, lessons learned and recommendations.*

## Project Information

*Project Information will be supplied by Strategic Capital, Infrastructure and Projects*

## Version Control

*Document all changes to the document from the initial draft version (Version 0.1).*

*Minor alterations result in an increment of the minor identifier (e.g. 0.1 to 0.2).*

*Approved versions of the document result in an increment of the major identifier (e.g. 0.3 to 1.0).*

## Summary of Project

This section consists of a history of the project with key highlights.

## Outcomes in Key Project Areas

*A table of key project areas include a reference for evidence where appropriate.*

## Objective Outcomes

*A table showing information about project objectives outlined in Project Management Plan.*

## Benefits Realisation

*A table of information about the benefits realised. Include a reference for evidence, where appropriate.*

## Business Requirements

*A table of the applicable business requirements from the project specifications, include a reference for evidence where appropriate.*

## Cost (Budget) Baseline

*State the planned costs for the project as approved in the Project Plan. State the actual costs as at the completion of the project. Document and explain all cost and funding variances including approved changes to the cost baseline.*

## Operations and Maintenance

*Describe the plan for operation and maintenance of the product, good, or service delivered by the project. State the projected annual cost to operate and maintain the product, good, or service. Identify where and why this projection of cost differs (if it differs) from the Project Plan. If the operational and maintenance plan*

*is not in place, what is the target date for the plan and what is the impact of not having operations and maintenance for the product, good, or service in place.*

## Project Resources

*List the resources used throughout the life of the project. Identify to whom each resource was transferred and when it was transferred. Account for all project resources utilised by the project.*

## Project Documentation

*Identify all project documentation materials stored in the project library or other repository. Identify the type of media used and the disposition of the project documentation.*

## Recommendations Arising from the Project

*List the recommendations derived from your project. The idea is to be positive. What could have been improved? How will these lessons/recommendations be applied to other projects?*

## Dates for Post Implementation Review

*Identify the date for completing the post implementation report and the person responsible for this action.*

## Lessons Learned

*List the lessons learned from your project. The idea is to be positive. How can these lessons be applied to other projects?*

## 1 Project Information

*Project Information will be supplied by Strategic Capital, Infrastructure and Projects*

### 1.1. Project Number

### 1.2. Project Name

### 1.3. Date

### 1.4. Project Ownership

### 1.5. Project Contacts

	Name	Position	Phone	Email
Primary				
Other				
Other				

### 1.6. Project Approval

### 1.7. Document Path

## 2 Version Control

Version Number	Date	Reason/Comments/Approval

*Document all changes to the document from the initial draft version (Version 0.1).*

*Minor alterations result in an increment of the minor identifier (e.g. 0.1 to 0.2).*

*Approved versions of the document result in an increment of the major identifier (e.g. 0.3 to 1.0).*

## 3 Summary of Project

A history of the project with key highlights.

# Project Review



## 4 Outcomes in Key Project Areas

Key Project Area	Planned Expectation (as in Project Management Plan)	Actual Outcome	Reference for Evidence	Reason for Variance from Project Plan
Scope				
Time				
Cost				
Quality				
Risk Management				
Communication				

*A table of key project areas include a reference for evidence where appropriate.*

# Project Review



## 5 Objective Outcomes

Objective (as in Project Management Plan)	Objective Met? (Score 1-5 1=Not at all 5=Completely)	Outcome	Reference for Evidence	Reason for Variance from Project Plan

*A table showing information about project objectives outlined in Project Management Plan.*



# Project Review



## 6 Benefits Realisation

Benefits Realised (as in Project Management Plan)	Benefit Realised? (Score 1-5, 1=Not at all 5=Completely)	Outcome	Reference for Evidence	Reason for Variance from Project Management Plan

*A table of information about the benefits realised. Include a reference for evidence, where appropriate.*

# Project Review



## 7 Business Requirements

Top Level Business Requirements (as in Specifications)	Requirement Met? (Score 1-5, 1=Not at all 5=Completely)	Outcome	Reference for Evidence	Reason for Variance from Specifications

*A table of the applicable business requirements from the project specifications, include a reference for evidence where appropriate.*

## 8 Cost (Budget) Baseline

State the planned costs for the project as approved in the Project Plan. State the actual costs as at the completion of the project. Document and explain all cost and funding variances including approved changes to the cost baseline.

### 8.1 Expenditure

Category	Planned	Actual	Variance	Explanation
Internal Staff Labour				
Services				
Software Tools				
Hardware				
Materials and Supplied				
Facilities				
Telecommunications				
Training				
Contingency (Risk)				
<b>Total</b>				

### 8.2 Funding Source(s)

Category	Planned	Actual	Variance	Explanation

## 9 Operations and Maintenance

*Describe the plan for operation and maintenance of the product, good, or service delivered by the project. State the projected annual cost to operate and maintain the product, good, or service. Identify where and why this projection of cost differs (if it differs) from the Project Plan. If the operational and maintenance plan is not in place, what is the target date for the plan and what is the impact of not having operations and maintenance for the product, good, or service in place.*

### 9.1 Operations and Maintenance Plan

### 9.2 Operations and Maintenance Cost

#### 9.2.1 Expenditure

Category	Planned	Actual	Variance	Explanation
Internal Staff Labour				
Services				
Software Tools				
Hardware				
Materials and Supplied				
Facilities				
Telecommunications				
Training				
Contingency (Risk)				
<b>Total</b>				

#### 9.2.2 Funding Source(s)

Category	Planned	Actual	Variance	Explanation

## 10 Project Resources

List the resources used throughout the life of the project. Identify to whom each resource was transferred and when it was transferred. Account for all project resources utilised by the project.

Resource (Describe or name the resource)	Person or department who received resource	Turnover date
Project Team		
Customer Support		
Facilities		
Equipment		
Software Tools		
Other		

## 11 Project Documentation

Report(s) and Document(s)	Media Used	Storage Location	Disposition

*Identify all project documentation materials stored in the project library or other repository. Identify the type of media used and the disposition of the project documentation.*

## 12 Recommendations Arising from the Project

No.	Recommendation	Where/How to be Used

*List the recommendations derived from your project. The idea is to be positive. What could have been improved? How will these lessons/recommendations be applied to other projects?*

## 13 Dates for Post Implementation Review

Action	Date	Responsible Person
Post Implementation Review		

*Identify the date for completing the post implementation report and the person responsible for this action.*



## 14 Lessons Learned

No.	Lesson	Where/How to be Used

*List the lessons learned from your project. The idea is to be positive. How can these lessons be applied to other projects?*