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| Project Review | | | | | Version: | |
| Project Name |  | | | | Id: | |
| Project Manager |  | Phone |  | Email |  | |
| Project Sponsor |  | Phone |  | Email |  | |
| Review Participants: |  | | | | | |
| Report Recipients: |  | | | | | |
| Area | Summary of performance | | | | | Corrective and/or improvement actions |
| Scope Management | To date, the following deliverables have been completed:   * X   The following deliverables are in progress:   * X   Work on the following deliverables is yet to commence:   * x   The following change requests have been approved since the project commenced:   * x   Scope management tools and practices (including the change control process) that are working well and adding value include:   * x   Issues encountered around scope management include:   * x | | | | |  |
| Schedule Performance | Overall, the project ahead/behind schedule.  Delays have been caused by:   * x   Time management tools/practices that are working well and adding value include:   * x   Issues encountered around time management include:   * x | | | | |  |
| Budget Performance | Overall, the project over/under budget.  Cost overruns have been caused by:   * x   Cost management tools/practices that are working well and adding value include:   * x   Issues encountered around cost management include:   * x | | | | |  |
| Quality Performance | Overall, the project is/is not meeting the quality standards defined in the quality plan.  Feedback sought and received about the likelihood of deliverables being ‘fit for purpose’ includes:   * x   Quality management tools/practices (including QA and QC) that are working well and adding value include:   * x   Issues encountered around quality management include:   * x | | | | |  |
| Team Performance | The team has performed well in relation to:   * x   The team has struggled or underperformed in relation to:   * x   An open, psychologically safe, outcome-focussed culture has been cultivated by:   * x   Roles are continually clarified through:   * x   Constructive feedback on individual and team performance is provided through:   * x   HR and leadership tools/practices/behaviours that are working well and adding value include:   * x   Issues encountered around HRM and leadership include:   * x | | | | |  |
| Information Management | Overall information is being managed well/poorly.  The following systems and protocols are being used to protect personal, commercially sensitive, confidential, or secure data:   * x   Information management tools/practices that are working well and adding value include:   * x   Issues encountered around information management include:   * x | | | | |  |
| Communication & Stakeholder Engagement | Overall, key project stakeholders are satisfied/dissatisfied.  The following communication and engagement activities have been undertaken with key stakeholders:   * x   Positive feedback sought and received from stakeholders, about the project and/or its deliverables, includes:   * x   Negative feedback sought and received from stakeholders, about the project and/or its deliverables, includes:   * x   Negative feedback and concerns raised by stakeholders have been addressed as follows:   * x   Stakeholder engagement tools/practices that are working well and adding value include:   * x   Issues encountered around stakeholder engagement include:   * x | | | | |  |
| Governance | Overall, the project sponsor and other members of the governance structure are/are not engaged.  Authority, financial delegation, and decisions are being provided through the following mechanisms:   * x   Information regarding progress, issues, and risks are being reported through the following mechanisms:   * x   Governance tools/practices that are working well and adding value include:   * x   Issues encountered around governance include:   * x | | | | |  |
| Risks, Opportunities, and Issues | Overall, risks, opportunities, and issues are being managed well/poorly.  Risk and issue management tools/practices that are working well and adding value include:   * x   Issues encountered around risk and issue management include:   * x | | | | |  |

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