

|  |  |
| --- | --- |
| 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
 |  |

|  |  |
| --- | --- |
| *In the interest of supporting ‘good work, done well’, Elemental Projects offers this and other project management templates, free of charge, for people with projects – visit* [*www.elemental-projects.com.au*](http://www.elemental-projects.com.au)*. Users may adapt, use, reproduce, and share our templates on the condition that they are not on sold. Elemental Projects accepts no liability for projects managed using these templates. Copyright © Elemental Projects (Australia) Pty Ltd.*  | A picture containing logo  Description automatically generated |