<Project Title>

Project Reflection

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| --- | --- | --- | --- |
| Project Name: |  | | |
| Commenced: |  | Delivered: |  |
| Project Manager: |  | | |
| Project Sponsor: |  | | |
| Client Representative: |  | | |
| Review Date: |  | | |

1. PROJECT OVERVIEW
   1. Project description

<Briefly describe the background to the project and the problem it was intended to solve and/or the opportunity it was intended to realize.>

* 1. Intended outcomes

<List the outcomes intended to be achieved by the project. In other words, who will benefit from the project’s deliverables, and how will they benefit? There could be multiple impacts planned (both positive and negative) for multiple stakeholders.>

* 1. Strategic objectives

<Detail how these outcomes align with the strategic objectives of the organization that paid for the project. You can make specific references to the organization’s purpose, values, and strategic and/or annual plan to provide evidence of this.>

1. PROJECT PERFORMANCE
   1. Performance against baseline plans

|  | Planned | Actual | Variance |
| --- | --- | --- | --- |
| Scope |  |  |  |
| Schedule |  |  |  |
| Budget |  |  |  |

<Provide details here on the information summarized in the table above. Be sure to explain any variances.>

* 1. Outcomes delivered

<Provide details of the benefits that have been achieved as a result of project implementation (those outcomes that can be seen and measured at this point in time). Be sure to include details of how these outcomes have been measured.>

* 1. Outcomes yet to be realized

<Detail which outcomes, as outlined in the project’s Business Case, have not been achieved as a result of implementation but have been identified for later realization. Be sure to include details of when these will be achieved (including any prerequisites) and how they will be measured.>

* 1. Changes

<Where changes were authorized during the project (*eg* relating to scope, time, cost, quality), describe the effect of each change on the Project Plan and achievements against the intended project outcomes.>

* 1. Open actions

<List any unresolved project issues or risks that the organization and/or client should be aware of.>

1. LESSONS LEARNED

**Very good** – We exceeded the expectations of our organization and our stakeholders. We should apply this standard to future projects.

**Good** – We met the expectations of our organization and our stakeholders. We should lock in learnings to ensure this continues.

**Poor** – We failed to meet the expectations of our organisation and our stakeholders. Focus should be placed upon improving in this area.

|  | What worked well? | What can be improved? | Overall rating |
| --- | --- | --- | --- |
| Stakeholder identification & engagement |  |  | Very good  Good  Poor |
| Business case development |  |  | Very good  Good  Poor |
| Scope definition & management |  |  | Very good  Good  Poor |
| Schedule development & control |  |  | Very good  Average  Poor |
| Cost estimating & control |  |  | Very good  Good  Poor |
| Procurement & contract management |  |  | Very good  Good  Poor |
| Risk identification, prioritisation & treatment |  |  | Very good  Good  Poor |
| Project team management & performance |  |  | Very good  Good  Poor |
| Project governance & change control |  |  | Very good  Good  Poor |
| Project delivery & handover |  |  | Very good  Good  Poor |
| Project documentation |  |  | Very good  Good  Poor |
| Other lessons learned |  |  | Very good  Good  Poor |

1. RECOMMENDATIONS / ACTION PLAN

<Describe the actions you or the sponsoring organization should take to ensure that project lessons are learned, shared, and implemented to benefit future project delivery. Within the format suggested below, recommendations should be presented in order of priority, with the most important one listed first.>

* 1. Start

<As a result of the lessons learned, what should you or the sponsoring organization **start** doing? What steps, actions, or processes *didn’t* you do or follow in this project that, if implemented, would make future projects easier?>

* 1. Stop

<As a result of the lessons learned, what should you or the sponsoring organization **stop** doing in future projects? There were, for example, decisions in this project that could have been made better; how will we ensure this happens?>

* 1. Continue

<As a result of the lessons learned, what should you or the sponsoring organization **continue** doing? What did you do in this project that worked so well that it should be locked in as a practice in future projects?>

SIGNATURE Name & Title