<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 realise.>

* 1. Intended outcomes

<List the outcomes intended to be achieved by the project.>

* 1. Strategic objectives

<Detail how these outcomes align to the strategic objectives of the performing organisation. Make specific reference to the organisation’s Strategic and/or Annual Plan(s) to evidence this.>

1. PROJECT PERFORMANCE
   1. Performance against baseline plans

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

<Provide details here on the information summarised 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 realised

<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 realisation. 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 authorised 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 organisation and/or client should be aware of.>

1. LESSONS LEARNED

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

1. RECOMMENDATIONS / ACTION PLAN

<Describe the [SMART](https://open.institute.pm/module/project-initiation/unit/choosing-the-right-project/) actions the organisation should take to ensure that project lessons are learned, shared and implemented to benefit future project delivery. Recommendations should be presented in order of priority, with the most important one listed first.>

SIGNATURE Name & Title