<Project Name>

Post Project Review

V\_1

Revision History (latest at top)

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Description | Author |
|  |  |  |  |

Distribution List:

|  |  |  |
| --- | --- | --- |
| Stakeholders | Name and Title | Date |
| Project Sponsor |  |  |
| Project Manager |  |  |
| Other Groups |  |  |
| Other Groups |  |  |
| Other Groups |  |  |
| Other Groups |  |  |

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# Guidance Notes:

The purpose of the Post Project Review (PPR) is to review the completed project and find lessons learnt on what went well and what could be done better.

Any information in Italics can be deleted.

# Project Aims and Objectives

*Please briefly summarise the aims and objectives from the original project request form (IPDR), the business case and/or PID. Summarise any changes. Confirm which aims and objectives (including changes) have been realized. (If any haven't been realized, explain why.*

# Project Achievements

*Please describe any achievements or unexpected benefits which have been realized (in addition to the aims and objectives already defined.*

# Confirmation that the Project Work is Complete

*Please confirm that all open issues have been resolved and/or transferred/closed (e.g. no more work is being done on the project). If any issues still need to be resolved or transferred, please list them.*

# Comparison of Actual to Budgeted Costs

*Please indicate the costs originally budgeted, agreed changes to the budget and final actual costs. Costs detailed should be money spent as well as staff time. Any on-going costs (such as licensing, maintenance, and annual staff time) should also be quantified and compared.*

# Follow-on Activities

*List the follow-on activities that the project has created. For each activity, 1) indicate who will be taking responsibility for it (anyone listed should have already been informed about these activities) 2) Required completion date.*

*Please confirm that the owners have been consulted and have agreed to take responsibility for the activities and to have completed them by the dates specified.*

*Example of activities might be: the project should be mentioned/ demonstrated each year at Professional Services Day; A leaflet should be included in student or staff induction packs, or uploaded to the acceptors portal; A question referring to the project should be included in the next relevant survey.*

# Lessons Learnt

*Describe any challenges you have encountered along with any ways to prevent them in similar projects. Capturing positive lessons from projects is also worthwhile so they can be embedded within the university.*

*Challenges and lessons learnt:*

*Positive lessons:*

# Recommendations

*Please include information about possible future projects that became apparent during the course of working on this project. This might be a next phase in a portfolio of work, or an idea that was stumbled upon during the project (which may or may not be directly related to the project activities). Please include 1) a description of the problem and possible solution (if known) 2) what are the real and foreseeable/required benefits? 3) How big a project is this? (back of envelope/finger in the air is fine to indicate order of magnitude) 4) who would need to be involved. 5) Is timing important? (when does it have to be in place to leverage the benefits?*

# Any Other Information

*Please include any other information you feel is important but not captured above.*