



<Project Title>
Project Review Report

Organisational Unit
DEPARTMENT OF ...

Version 0.A (dd mmm yyyy)

Acknowledgements

The contribution of the following individuals in preparing this document is gratefully acknowledged:

<contributors/reviewers/developers>

The following paragraph should be included in the documents where these templates have been used as a basis for development.

This document has been derived from a template prepared by the Department of Premier and Cabinet, Tasmania. The structure is based on a number of methodologies as described in the *Tasmanian Government Project Management Guidelines*.

For further details, refer to <http://www.projectmanagement.tas.gov.au>

DOCUMENT STATUS

Version	Date	Author	Reason	Sections
<i><1.0></i>	<i><dd mmm yyyy></i>	<i><name></i>	<i><Final Report></i>	<i><All></i>

1 INTRODUCTION

1.1 Background to the <Project Title> Project

Briefly describe the background to the project under review to provide the contextual framework within which the project was undertaken.

2 PROJECT PERFORMANCE

2.1 Performance against Objectives and Outcomes

Describe the actual performance of the project against planned in relation to the achievement of objectives, outcomes and target outcomes.

2.2 Performance against Outputs

Describe the actual performance of the project against planned in relation to the delivery of outputs.

2.3 Performance against Budget

Describe the actual performance of the project against planned in relation to the project budget.

2.4 Performance against Schedule

Describe the actual performance of the project against planned in relation to the project schedule.

3 LESSONS LEARNED

3.1 What Worked Well?

Describe the project management and quality management processes that were perceived to be appropriate and/or effective for the project, as reflected by the stakeholders and the project records/documentation.

3.2 What Could be Improved?

Describe the project management and quality management processes that were perceived to be inappropriate and/or ineffective for the project, as reflected by the stakeholders and the project records/documentation.

4 CONCLUSIONS

Provide a summary of the conclusions drawn throughout the Report.

5 SUMMARY OF RECOMMENDATIONS

List the recommendations that appear in the Report.