

Project Review

WHAT IS A PROJECT REVIEW?

A Project Review is a facilitated session to review a completed or abandoned project.

When to have a Project Review

- Mission critical projects
- Very successful projects
- Very unsuccessful projects

This is not something that should be done for every project. Typically, only 1-2% of projects (those that stand out for particularly good or bad reasons) should be reviewed in this manner.

Some logistics

- Typical numbers are 10-15 but could be lower or higher
- Typical duration 2-hours to ½ a day

Who should attend?

Champion, Project Leader, team members, key players, front-line staff as appropriate, any others as appropriate.

THE PROCESS

Stage 1 - Exploratory meeting

We will hold a meeting to find out the background to the project. If necessary, 1-1 meetings can be held with other key individuals to find out their viewpoints.

Stage 2 - Proposal

We will prepare a proposal outlining the structure and contents of the Project Review.

Stage 3 - Delivery

We get all the people involved in a room together and run the session.

Stage 4 - Review meeting

Finally we will hold a review meeting to share reflections and give guidance on next steps.