

# 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 needs to be done for every project. Carry out a review of projects that stand out for particularly good or bad reasons and a sample of the rest.

## The principles and benefits of a Project Review

- Involves all key individuals
- Uses a structured approach and tools and techniques to ensure balanced participation
- Captures lessons learned for future projects

## Typical contents of a Project Review

- Introductions, what people want from the event and their contribution to the project
- Briefing about the Project Remit, what was achieved and anything that wasn't
- Identification of lessons learned
- Next Steps

## How we work with you

**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 event.

**Stage 3 - Facilitation of the event** - We get all the people involved in a room together and run the event. Our role on the day is to:

- Run the event on your behalf, working closely with the Project Leader
- Provide the structure
- Ensure everyone gets to contribute
- Keep participants on track
- Keep participants at the right level of detail
- Watch the time
- Watch for 'loose ends'

**Stage 4 - Review meeting** - Finally we will hold a review meeting to share reflections and give guidance on next steps.

## Similar events

We can also facilitate the following events for you:

- Project Kick-Start - gets a project off to the best possible start
- Process Analysis Events - analyses an existing process, a key output being a Deployment Flowchart
- Project Refocus - gets a stalled or struggling project back on track
- Customer Involvement Events - does what the name suggests

## Use your own Facilitators

If we have trained Facilitators in your organisation, they can carry out this assignment for you.