

# Project Review Form

Project Reference: .....

Project Title: ..... Date: .....

Reason for review: .....

## Summary of Project Objectives

## Achievement of Planned Benefits

Benefits achieved:

Benefits not achieved:

Incorrect assumptions and common factors affecting benefits realisation:

## Time

Tasks exceeding time estimates:

Tasks taking less than estimated time:

Incorrect assumptions and common factors affecting time estimates:

## Costs

Costs exceeding estimates:

Incorrect assumptions and common factors affecting cost estimates:

## Work Health and Safety matters

WHS matters not up to standard:

WHS matters considered a success

Incorrect assumptions and common factors affecting WHS matters:

## Quality

Outputs that met or exceeded user requirements:

Outputs that were not fit for purpose:

Incorrect assumptions and common factors affecting quality:

## Lessons Learned

Give details of any unexpected outcomes of the project (positive or negative):

Give details of any lessons learned as a result of the project:

## Recommendations

Give details of any recommendation for action in relation to this project:

Give details of any recommendations for action in relation to future projects:

