**Project Review**

|  |  |
| --- | --- |
| Project Name |  |
| Project Manager |  |
| Date Prepared |  |

**Project Goals and Objectives**

|  |
| --- |
| [list project goals and objectives] |

**Risks and Objectives**

**Risk Tracking**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Description of Risk** | **Impact** | **Risk Response** | **Risk Level** | **Risk Owner** | **Notes** |
| 1 | Supplier delay | Pushes back launch | Confirm delivery dates | High | Clarissa |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

[Download our free risk register template for Excel](https://www.projectmanager.com/templates/risk-tracking-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=project-review-word&utm_content=&utm_detail=&utm_term=none)

**Issue Tracker**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Description** | **Potential Impact** | **Priority** | **Date Opened** | **Date Closed** | **Issue Owner** | **Dept.** | **Status** | **Notes** |
| 1 | Screw loose | Broken product | High | 10/24/25 | 10/27/25 | J. Ben | Main. | Closed |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

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**Project Staffing**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Pay Rate** |
| S. Brenner | Main. | $18/hour |
|  |  |  |
|  |  |  |
|  |  |  |

**Project Resources**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Resource** | **Team** | **Total Effort** | **Rate** | **Cost** |
| Machinery | Assembly | 10 hours | $15/hour | $150 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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**Project Success Criteria**

|  |
| --- |
| [Define the measures that will be used to determine if the project is delivered successful, which will include project goals, scope, budget, timeline, etc.] |

**Project Scope Baseline vs. Actual Work Completed**

|  |  |
| --- | --- |
| **Planned Project Task** | **Is Task Completed?** |
| Assembly of components | y/n |
|  |  |
|  |  |
|  |  |

**Project Budget Baseline vs. Actual Project Costs**

|  |  |  |
| --- | --- | --- |
| **Task** | **Estimated Cost** | **Actual Cost** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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**Project Schedule Baseline vs. Actual Project Duration**

|  |  |  |
| --- | --- | --- |
| **Task** | **Estimated Duration** | **Actual Duration** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[Download our free Gantt chart template for Excel](https://www.projectmanager.com/templates/gantt-chart-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=project-review-word&utm_content=&utm_detail=&utm_term=none)

**Project Deliverables (Planned vs. Actual)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Planned Deliverable** | **Actual Deliverable** | **On Time?** | **Under/Over Budget** | **Meet Quality Standards?** | **Notes** |
| Widget | Widget | Yes | Under | Yes |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Project Milestones**

|  |  |
| --- | --- |
| **Milestone Description** | **Date of Accomplishment** |
| Project charter | 9/10/25 |
|  |  |
|  |  |
|  |  |

**Project Profitability**

|  |  |  |
| --- | --- | --- |
| **Project Costs** | **Project Revenue** | **Profit Margin** |
| $1000 | $1500 | $500 |
|  |  |  |
|  |  |  |
|  |  |  |

**Project Non-Financial Benefits**

|  |
| --- |
| [List non-financial benefits, such as environmental impact, social and customer impact and adherence to company goals and values.] |

**Lessons Learned**

|  |
| --- |
| [List what went right and what didn’t and how you can avoid past mistakes in future projects.] |

**[Graphical user interface

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