Logo, company name

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Project Review Report Template

<< Project Name >>

<< Author >>

# **Purpose of this document**

|  |  |
| --- | --- |
|  | * To provide a review record for each increment as it completes providing qualitative and quantitative information on: * What was actually delivered * What was not delivered (that might have been) * Any lessons to be learned around the use of the chosen project approach * especially regarding the effectiveness of collaboration and communication * Any impacts on plans for future development * Either at the end of the project or at the end of each increment * To provide a statement of what benefits described in the business case should now be able to accrue as a result of the correct use of the Deployed Solution * At the end of the project * To summarise for the project as a whole * What was actually delivered * What was not delivered (that might have been) * Any lessons to be learned around the use of the chosen project approach * Any lessons learnt on the collaboration and communication * Any impacts on plans for future development   **Note: 1 For single increment projects the ‘End of Project Assessment’ section of this document may be deleted as the ‘Increment Review Record’ will cover the entire project**  ***Note: 2 The Benefits Enablement Summary is intended for use where there is a high level of contractual formality between groups sponsoring and groups developing the solution*** |

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| --- | --- | --- | --- |
|  | **Project Role** | **Name** | **Signature & Date** |
| **Produced by:** | Business Analyst |  |  |
| **Approved by:** | Business Sponsor |  |  |
|  | Technical Coordinator |  |  |
|  | Team Leader |  |  |

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| **Revision History** | | | | |
| Name | Ver | Reason for change | Status | Date |
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# Increment Review Record – Increment 1

Note: This section should be replicated for each increment of the project.

## Delivery Summary

Summarise what has been delivered as part of the increment and what has not. Draw on the Timebox Review Records for the detail of this. For each of the things not delivered record what future action is required. The options are:

* Do nothing (but be explicit that this is the case)
* Schedule the work in a future increment (if there is a future increment)
* Specify a minor enhancement that can be considered for completion as part of the maintenance cycle of the delivered solution or of a future project

## Lessons Learned

Summarise the issues related to the chosen approach and the roles and responsibilities within and impacting the project. Where these issues are related to culturally based behaviour within the organisation and assess whether these can be addressed for next time. If necessary, recommend changes to the configuration of AgilePM to allow the project to perform better moving forwards.

## Benefits Enablement Summary

Refer to the Benefits section of the Business Case or Foundations Summary. Reproduce the list of deliverables and the predicted benefits range for each deliverable within the increment. Based on the solution that has actually been delivered work with Business Ambassadors to select a figure within the range of values that represents the benefit that should now accrue as a result of using the solution in the intended way

# End of Project Assessment

After the last increment of the project, provide a summary of what has been achieved and lessons learned for the project as a whole. Base this on the Increment Review Records above

## Delivery Summary

## Lessons Learned

## Benefits Enablement Summary