

3.2 Carry out a post-project review to determine project outcomes.

## **Post-project Review**

### **1.Prepare to do post-project review**

**Gather Documents** – collect all the documents during the projects. This includes project plan, budget, schedule, meeting minutes and notes, and reports.

**Stakeholders Identifications** – identify all the internal and external stakeholders which include in the projects. This involves all the project team members, clients, sponsors, end users, suppliers.

**Schedule Review Meeting** – Arrange a team meeting with key stakeholders to discuss the outcome of the project.

### **2.Review Project Objectives and Outcomes**

**Objectives and outcome** – Compare the outcomes of the project with its objectives and expected outcomes.

**Analysis** – Review the project scope, assess alignment, and evaluate the deliverable qualities of the project.

### **3.Analyze Project Performance**

**Time Management** – Analyze whether the project is performed based on the timeline and if there is any delays, identify the delays and causes.

**Cost Management** – Assess the costs of the project against the budget. Identify the exceed cost and understand the reason of the cost.

**Resource Utilization** – Evaluate how resources (personnel, materials, and equipments) were used throughout the project.

### **4.Risk and Issue Management**

**Risk Assessment** – Review the risk that were estimated at the start, identified during the project. Analyze how these risks were managed and mitigated.

**Issue Resolution** – Examine any issues that arose during the project and how they were resolved.

## **5. Stakeholder Feedback**

**Collect Feedback** – Gather feedback from stakeholders regarding their satisfaction with the project outcomes, communication, and overall experience.

**Analyze Feedback** – Analyze their feedback for improvement in future project.

## **6. Lessons Learned**

**Identify success** – Identify and document why the project is a success and record practices for future project.

**Identify areas for improvement** – Identify encountered problems during project and propose recommendation for avoid these issues in the future.

## **7. Documentation and Report**

**Post-Project Review Report** – Write a report on the summary of findings, analyses, feedbacks from the project and lessons learned and recommendations for future projects.

**Share Report** – Share post-project review report with the relevant stakeholders.

## **8. Archive**

**Store Documentation** – Store all project documentations in a central repository location and determine access to them.

## **9. Final Closure**

**Closure Meeting** – Conduct a final meeting with the project team and key stakeholders to discuss the findings of the post-project review, acknowledge successes, and agree on the next steps for implementing the project.