|  |  |  |  |
| --- | --- | --- | --- |
| Project Name: |  | | |
| Commenced: |  | Delivered: |  |
| Project Manager: |  | | |
| Project Sponsor: |  | | |
| Client Representative: |  | | |
| Review Date: |  | | |

1. PROJECT OVERVIEW

|  |  |  |
| --- | --- | --- |
| Planned Outputs | Intended Outcomes | Strategic Objective(s) |
|  |  |  |

1. PROJECT PERFORMANCE
   1. Performance against baseline plans

|  | Planned | Actual | Variance |
| --- | --- | --- | --- |
| Scope |  |  |  |
| Schedule |  |  |  |
| Budget |  |  |  |

* 1. Benefits delivered

<Provide details of the benefits that have been achieved as a result of project implementation (ie. those benefits that can be seen and measured at this point in time. Be sure to include details of how these benefits have been measured.>

* 1. Benefits yet to be realised

<Detail which benefits, as outlined in the project’s Business Case, have not been achieved as a result of implementation but have been identified for later realisation. Be sure to include details of when these will be achieved (including any prerequisites) and how they will be measured.>

* 1. Changes

<Where changes were authorised during the project (*eg* relating to scope, time, cost, quality), describe the effect of each change on the Project Plan and achievements against the intended project outcomes.>

1. OPEN ACTIONS
   1. Open project issues

| Issue description | Proposed action | Owner |
| --- | --- | --- |
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* 1. Residual risks

| Risk description | Proposed treatment | Owner |
| --- | --- | --- |
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|  |  |  |
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* 1. Handover/training needs

<Identify any additional handover or training requirements, if any, that are required post-project.>

* 1. Other required activities

<Provide an overview of any operational activities that are proposed to further enhance project outputs or outcomes.>

1. LESSONS LEARNED
   1. Key lessons learned

|  | What worked well? | What can be improved? |
| --- | --- | --- |
| Stakeholder identification & communication |  |  |
| Business case development |  |  |
| Scope definition & management |  |  |
| Schedule development & control |  |  |
| Cost estimating & control |  |  |
| Risk identification, prioritisation & treatment |  |  |
| Human resource availability & performance |  |  |
| Quality planning and control |  |  |
| Project governance & change control |  |  |
| Project delivery & handover |  |  |
| Other lessons learned |  |  |

* 1. Project management templates, tools and assets

|  | How did this resource help? | What can be improved? |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

1. ACTION PLAN

<Describe the SMART actions you are going to take to ensure that project lessons are learned, shared and implemented to benefit future project delivery.>

SIGNATURE Name & Title

|  |  |  |
| --- | --- | --- |
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