

Project Review

When to have a Project Review

- Mission critical projects
- Very successful projects
- Very unsuccessful projects

These tend to be 'special cause' in organisations. Only 1-2% of projects would be reviewed in this formal manner.

Who should attend?

- Champion
- Project Leader
- Facilitator (runs the day on behalf of the Project Leader and Champion)
- Team members
- Key players
- Any other people who were directly involved in the project

Some logistics

- Typical numbers are 10-15 but could be lower or higher
- Typical duration from 2 hours to ½ a day

Typical contents

- (1) Introductions, what people want to achieve and involvement in the project
- (2) Briefing about the remit
- (3) Briefing sessions - work carried out and results
- (4) Review session
- (5) Identification of learning points and any actions arising

Using a Facilitator

A Project Review run using a **UIMPROVE** Facilitator will always be more productive and effective than one that has no facilitation. The Facilitator will:

- (1) Meet with the Project Leader before the Project Review to plan it
- (2) On the day, run the Project Review working closely with the Project Leader
- (3) Meet with the Project Leader after the Project Review to review and make recommendations