**PROJECT IDENTIFICATION**

Project Name: Project Name Date: MM/DD/YYYY

Project Sponsor: Sponsor Name Project Manager: PM Name

Report Prepared By: Report Preparer

**A. KEY PROJECT METRICS**

**Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Schedule Objectives | | | | | |
| Met/  Not Met | Original Baseline Schedule  (in Months) | Final Baseline Schedule  (in Months) | Actual Schedule  (in Months) | Variance to Original Baseline | Variance to Final Baseline |
|  |  |  |  |  |  |

*Include any other key schedule metrics that were tracked for this specific project.*

**Cost**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Budget Objectives | | | | | |
| Met/  Not Met | Original Baseline Budget | Final Baseline Budget | Actual Costs | Variance to Original Baseline | Variance to Final Baseline |
|  |  |  |  |  |  |

*Include any other key cost metrics that were tracked for this specific project.*

**Scope**

|  |  |
| --- | --- |
| Number of baseline deliverables. |  |
| Number of deliverables delivered at project completion. |  |
| Number of scope changes in the post-planning phases. |  |

*Include any other key scope metrics that was tracked for this specific project.*

|  |
| --- |
| Major Scope Changes |
|  |

*Include a description of any major scope change that occurred during the project. Include, in the description, the impact the change had on the schedule and budget.*

**Quality**

|  |  |
| --- | --- |
| Number of defects/quality issues identified after delivery. |  |
| Number of success measures identified in the Business Case that were satisfied or achieved at project completion. |  |

*Include any other key quality metrics that was tracked for this specific project.*

**B. BUSINESS METRICS**

**Objectives**

|  |  |  |
| --- | --- | --- |
| Project Objectives | Measurements | |
| Met/  Not Met | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Include those objectives as they were captured in the Project Charter.*

**Lessons Learned**

|  |
| --- |
| Lessons Learned |
|  |

*Include lessons learned related to how the project resolved business problems/needs.*

**Success Stories**

|  |
| --- |
| Success Stories |
|  |

*Include success stories related to how the project resolved business problems/needs.*

**C. Post-project analysis**

**Categories:** Categories of the report correspond to the categories in the Post-Project Survey.

For each category, the Overall Rating is the average of the ratings provided on completed survey forms for that category (1= Poor, 2=Fair, 3=Good, 4=Very Good, 5=Excellent)

**Product Effectiveness**

*Summarize how effectively the product or service met the needs of the Customer, Consumer, and the Performing Organization. Highlight specific product performance metrics. Identify and discuss “outliers” – specific Stakeholder groups dissatisfied with the project outcome, or those wildly enthusiastic about it. Identify and discuss specific issues.*

Overall Survey Rating:

**CSSQ Management**

*Summarize effectiveness of CSSQ Management throughout the project. Highlight significance of approved changes to the original project scope, and how they were managed. Compare the baseline versions of the Project Schedule and Budget to the final versions. Describe discrepancies. Summarize deliverables compliance with defined quality standards. Identify and discuss “outliers” – specific Stakeholder groups dissatisfied with the CSSQ management process, or those wildly enthusiastic about it. Identify and discuss specific issues.*

Overall Survey Rating:

**Risk Management**

*Summarize effectiveness of Risk Management throughout the project. Highlight significant identified risks that actually occurred, and the effectiveness of the mitigation plan. Identify and discuss “outliers” – specific Stakeholder groups dissatisfied with the Risk Management process, or those wildly enthusiastic about it. Identify and discuss specific issues.*

Overall Survey Rating:

**Communications Management**

*Summarize the effectiveness of the Communications Plan developed for the project. Highlight significant communication activities that were particularly effective. Identify and discuss “outliers” – specific Stakeholder groups dissatisfied with the Project Communications process, or those wildly enthusiastic about it. Identify and discuss specific issues.*

Overall Survey Rating:

**Acceptance Management**

*Summarize effectiveness of Acceptance Management throughout the project. Highlight significant deliverables and the effectiveness of the Acceptance Plan for those deliverables. Identify and discuss “outliers” – specific Stakeholder groups dissatisfied with the Acceptance Management process, or those wildly enthusiastic about it. Identify and discuss specific issues.*

Overall Survey Rating:

**Organizational Change Management**

*Summarize effectiveness of Organizational Change Management throughout the project. Highlight significant Change Management impacts and the effectiveness of the Organizational Change Management activities planned and executed for those impacts. Identify and discuss “outliers” – specific Stakeholder groups dissatisfied with the Organizational Change Management process, or those wildly enthusiastic about it. Identify and discuss specific issues.*

Overall Survey Rating:

**Issue Management**

*Summarize effectiveness of Issues Management throughout the project. Highlight significant issues and the effectiveness of the Issues Management process for those issues. Identify and discuss “outliers” – specific Stakeholder groups dissatisfied with the Issues Management process, or those wildly enthusiastic about it. Were issues resolved before change control was needed?*

Overall Survey Rating:

**Project Implementation and Transition**

*Summarize effectiveness of the Project Implementation and Transition. Highlight significant milestones of the implementation and transition, and the effectiveness of the activities planned and executed for those milestones. Identify and discuss “outliers” – specific Stakeholder groups dissatisfied with the Implementation and Transition process, or those wildly enthusiastic about it. Identify and discuss specific issues.*

Overall Survey Rating:

**Performance of Performing Organization**

*Summarize effectiveness of the Performing Organization within the context of this project. Highlight significant responsibilities of the Performing Organization, and the effectiveness of the Performing Organization in accomplishing them. Identify and discuss “outliers” – specific Stakeholder groups dissatisfied with the performance of the Performing Organization, or those wildly enthusiastic about it. Identify and discuss specific issues.*

Overall Survey Rating:

**Performance of Project Team**

*Summarize effectiveness of the Project Team within the context of this project. Highlight significant responsibilities of the Project Team, and the effectiveness of the Team in accomplishing them. Identify and discuss “outliers” – specific Stakeholder groups dissatisfied with the performance of the Project Team, or those wildly enthusiastic about it. Identify and discuss specific issues.*

Overall Survey Rating:

**Performance of Vendor Team**

*Summarize effectiveness of the Project Team within the context of this project. Highlight significant responsibilities of the Project Team, and the effectiveness of the Team in accomplishing them. Identify and discuss “outliers” – specific Stakeholder groups dissatisfied with the performance of the Project Team, or those wildly enthusiastic about it. Identify and discuss specific issues.*

Overall Survey Rating: