Post-Project Review Template Consulting Assignment

Project Overview

Project Name

Client Name

Project Manager/Lead

Project Start Date

Project End Date

Review Date

1. Objectives & Deliverables

What were the primary objectives and deliverables?

2. Key Achievements

Summarize the key outcomes and value delivered to the client.

3. Project Performance

Were project goals, deadlines, and budgets met? Explain deviations if any.

4. Challenges & Issues

Document challenges faced and how they were addressed.

5. Stakeholder Feedback

Summarize client and key stakeholder feedback.

6. Best Practices & Lessons Learned

Highlight successful strategies and lessons to apply in future projects.

7. Recommendations & Next Steps

Suggestions for improvements and possible follow-up actions.

Review Prepared By

Name

Role