Project Review Checklist
Process Improvement Consulting

1. Project Understanding

- [ ] Project objectives are clearly defined
- [ ] Scope and deliverables are articulated
- [ ] Key stakeholders identified
- [ ] Success criteria established

Notes:

2. Data Collection & Analysis

- [ ] Relevant data gathered and verified
- [ ] Process mapping completed
- [ ] Root causes identified

Notes:

3. Solution Design

- [ ] Improvement opportunities prioritized
- [ ] Solution options evaluated
- [ ] Risk assessment conducted
- [ ] Implementation plan outlined

Notes:

4. Stakeholder Engagement

- [ ] Communication plan developed
- [ ] Stakeholder feedback gathered

Notes:

5. Review & Close

☐ Final deliverables reviewed

☐ Lessons learned documented

☐ Handover completed

Notes: