|  |  |  |
| --- | --- | --- |
|  | **Project Name** | XXXX |
| **Date** | XX/XX/XXXX |
| **Project Manager** | XXXX |
| **Team Name** | XXXX |

**Post-Project Review (PPR) Report**

**Project Scope Statement** (paste it into the PPR Report here; PPR Report will be multiple pages)

**Outcomes from PPR Session**

*Part A. General Performance*

1. To what extent did the team meet the goals documented in the Scope Statement?
2. Did the team fail to meet any milestones or the final completion date? If so, which ones?

*Part B. Lessons Learned*

1. WHAT WORKED WELL

Identify 3 to 5 processes or practices that worked *particularly well* for your team. These are things you suggest future project teams consider doing if faced with a similar project.

1. WHAT DID NOT WORK WELL

Identify 3 to 5 processes or practices that *did not work as well as you expected*. These are things you suggest future project teams should re-think before doing.

1. WHAT YOU WOULD DO DIFFERENTLY

Identify 3 to 5 things that your team would do differently next time. These are *specific processes or practices you would try*.