

# Human Resource Development

## Project Review Report: Template

Use this template at the end of the project to review the project activities and objectives and determine whether it has been successful.

<b>Project Name</b>	
<b>Project Sponsor</b>	
<b>Project Manager</b>	
<b>Document Version No.</b>	

### 1. Project Summary

<b>1.1 Project Summary</b>
Write a short summary of the overall project. Also outline the original intentions and whether these have been met.

### 2. Conclusions of Project Review

<b>2.1 Project Review</b>
Outline whether the review of this project has been formal or informal and who has been involved in it.
<b>2.2 Conclusions</b>
<i>Write some bullet points of the main conclusions of the project review, especially around the success or failure of the project and the way it was conducted throughout.</i>

### 3. Lessons Learned

<b>3.1 Lessons Learned</b>
<i>Outline any key points that should be considered for any future projects.</i>

### 4. Recommendations for Future Work

<b>4.1 Recommendations</b>
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*If this project failed to meet its objectives or has generated/uncovered the need for additional work, please outline these here.*

## **5. Ongoing Risks & Issues to be Aware of**

### **5.1 Ongoing risks and issues**

*Outline any risks and issues that need to be considered or monitored after the project has closed.*

## **6. Project Cost**

### **6.1 Final Project Cost**

*Outline the projected versus actual cost of the project.*

### **6.2 Any Ongoing Costs**

*Outline any ongoing costs, such as annual system maintenance fees.*

## **Appendices**

*Some sample appendices have been included on separate pages but not all may be relevant to your project. Please remove, amend or add in appendices in the most relevant and logical way.*

Appendix 1: Objectives and Critical Success Factors

Appendix 2: Deliverables

Appendix 3: Breakdown of Financial Savings

Appendix 4: Milestones

Appendix 5: Communications Approach

Appendix 6: People

### **Appendix 1: Objectives and Critical Success Factors**

*List all the objectives and/or critical success factors from the original project PID and outline whether or not they were met and by how much of a margin.*

### **Appendix 2: Deliverables**

*Complete this table outlining your planned and actual deliverables from the project. Some examples have been inserted below from the BenefitsPlus Project.*

<b>Planned Deliverables</b>	<b>Actual Deliverables</b>
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<i>Re-launch of existing salary sacrifice arrangement for childcare vouchers:</i> <ul style="list-style-type: none"> <li>• <i>BenefitsPlus Childcare Vouchers</i></li> </ul>	<i>Planned deliverable achieved.</i>
<i>Legally compliant arrangements approved by HMRC.</i>	<b><i>HMRC clearance sought – awaiting response</i></b>
<i>Key HR policies amended, legally compliant and implemented.</i>	<i>Maternity, Paternity, Adoption and Sickness policy amended and are live.</i>

### **Appendix 3: Breakdown of Financial Savings**

*Include an analysis of the finances if the project has generated financial return.*

### **Appendix 4: Milestones**

*Include a summary comparison of the planned and actual milestones that were achieved during the project. An example is included below of a possible format for this information.*

<i>Milestone Description</i>	<i>Planned End date</i>	<i>Actual End date</i>
<i>PID completed and approved</i>	<i>Dec 2008</i>	<i>Dec 2008</i>
<i>Project team created and project initiated</i>	<i>Nov 2008</i>	<i>Nov 2008</i>
<i>Initial employee communication</i>	<i>Dec 2008</i>	<i>Dec 2008</i>
<i>Etc</i>		

### **Appendix 5: Communications Approach**

*Include a summary outline of the actual communications that occurred during the project. An example is included below of a possible format for this information.*

#### **Project Team**

*Meetings every 2 weeks and circulation of minutes*

*Weekly Project update (summarising actions and progress - 10 in total)*

*Regular emails, phone calls and sharing information electronically*

**Business areas**

*HR link teams – briefing sessions and emails Jan 09*

*Payroll team – training from Payroll Manager Jan 09*

**Employees**

*Introductory email and US Online Dec 08*

*Email with more detail Jan 09*

*Website launch Jan 09*

*Line manager briefing memo Jan 09*

**Appendix 6: People**

*List the people that were on the project team or delivered work packages. Even the best planned project can encounter people changes during delivery and it is useful to have a record of this for future reference.*