Prepared by:

Date Prepared:

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| **Review of Project** |

* **Review project goals/objectives**
* **Review deliverables and milestones**

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| **Review Project Communications** |

* **How successful were the project communications between the following:**

|  |  |
| --- | --- |
| **Communication**  | **Rating** |
| Between team members |  |
| Between project manager and project sponsor |  |
| Between project manager and customer |  |
| Regarding project objectives and requirements |  |
| Regarding project decisions |  |
| Regarding changes |  |
| Regarding project issues |  |

 **How successful were the project communications between the following:**

5−Very good, 4−good, 3−satisfactory, 2−poor, 1−didn’t exist

* **How could communications or the communication process have been improved?**

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| **Project Phase Review** |

* **What planning or execution aspects of this phase worked particularly well?**
* **What would you change regarding project planning or execution on future projects based on your experiences with this phase?**

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| **Overall** |

* **Overall, was the phase a success?**
* **What worked very well for this phase?**
* **What could have gone better?**
* **What recommendations do you have for future phases based on your experiences with this one?**