Click here and type Project Name

Project Review Report

# Purpose of this document

* To provide a review record for each increment as it completes providing qualitative and quantitative information around:
* What was actually delivered
* What was not delivered (that might have been)
* Any lessons to be learned around the use of the chosen project approach
* Any impacts on plans for future development
* Either at the end of the project or at the end of each increment
* To provide a statement of what benefits described in the business case should now be able to accrue as a result of the correct use of the Deployed Solution
* At the end of the project
* To summarise for the project as a whole
* What was actually delivered
* What was not delivered (that might have been)
* Any lessons to be learned around the use of the chosen project approach
* Any impacts on plans for future development

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| Workflow | | | | | | | | | | |
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| Reviewed by: | | | | | | | | | | |
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| Approved / Accepted by: | | | | | | | | | | |
| [Name] | | | | date | BV | [Name] | | | date | PM |
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| Revision History | | | | | | |  | | | |
| **Version** | **Date** | **Author(s)** | | | | **Description** | **Status** | | | |
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# Increment Review Record - Increment #N

*This section should be replicated for each increment of the project*

## Delivery Summary

*Summarise what has been delivered as part of the increment and what has not. Draw on the* ***Timebox Review Records*** *for the detail of this. For each of the things not delivered record what future action is required. The options are:*

* *Do nothing*
* *Schedule the work in a future increment (if there is a future increment)*
* *Specify a minor enhancement that can be considered for completion as part of the maintenance cycle of the delivered solution or of a future project*

## Lessons Learned

*Summarise the issues related to the chosen AgilePM approach. Where these issues are related to behaviour of specific individuals or the general ‘culture’ of the organisation assess whether these can be addressed for next time. If necessary recommend changes to the configuration of AgilePM to allow the project to perform better moving forwards.*

# Benefits Enablement Summary

*Refer to the* ***Benefits*** *section of the* ***Business Foundations*** *document. Reproduce the list of deliverables and the predicted benefits range for each deliverable. Based on the solution that has actually been delivered work with* ***Business Ambassadors*** *to select a figure within the range of values that represents the benefit that should now accrue as a result of using the solution in the intended way.*