

GENERIC TEMPLATE FOR PROJECT REVIEW MEETING AGENDA

1) REVIEW OF PROJECT SUCCESS

Indicators/fulfillment of pre-defined targets:

- a. Budget
- b. Timeliness
- c. Team member satisfaction / enjoyment of the project / mental health
- d. Client satisfaction / expectations / quality
- e. Extent to which client goals were met
- f. Evaluation influence
- g. Other benefits – future opportunities, knowledge building
- h. Other?

2) WHAT INFLUENCED PROJECT SUCCESS AND HOW?

Team brainstorming (some examples: scope, communication, methods of organizing data)

3) LESSONS LEARNED

Every team member picks 2 items for each question:

- a. What worked well and what should we do again?
- b. What should be done differently next time?