TOOL – PPR Checklist

The right time to do a post project review is always tricky. Too early and you starve yourself vital information; too late and everybody is focusing forward and not on the previous project.

With the client / sponsor

☐ Formally review results

☐ Check sustainability, is the right behaviours in place to sustain?

☐ Arrange a follow-up visit to review performance, say in 3 months?

☐ Case study, and permission to use in marketing

With the project team

☐ Team wash-up meeting

☐ Give feedback on individual performance

☐ Add experience to CVs

With the consulting firm (or PMO if internal project)

☐ Log the benefits achieved

☐ Record lessons learned

☐ Any new tools to be added

☐ Check processes aligned

☐ Write case study, or internal marketing piece