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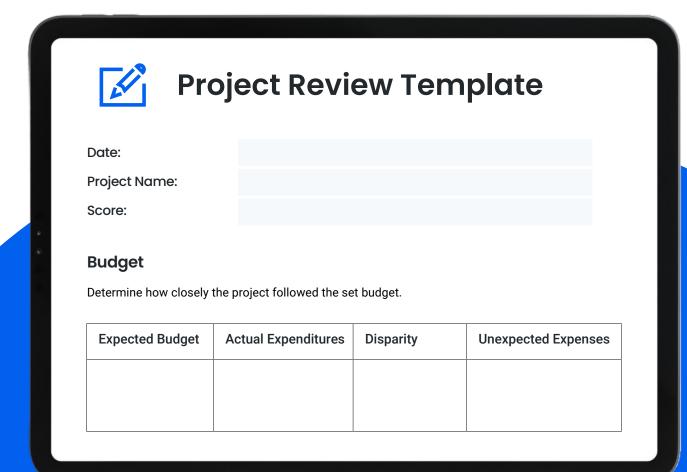
Project Review Template

Project Review Template

Date:

Project Name:

Score:

Budget

Determine how closely the project followed the set budget.

Expected Budget	Actual Expenditures	Disparity	Unexpected Expenses

Project Review Template

Date:

Project Name:

Score:

Brief Summary:

Budget

Determine how closely the project followed the set budget.

Expected Budget	Actual Expenditures	Disparity	Unexpected Expenses

Schedule

Determine how closely the project followed the set budget.

Project Stage	Target Date	Completion Date	Reasons for Any Disparity
Milestone #1			
Milestone #2			
Milestone #3			

Outcomes

Evaluate success in achieving the project's expected outcomes.

Outcomes	Planned Deliverable	Actual Deliverable	Reasons for Any Disparity
Outcome #1			
Outcome #2			
Outcome #3			

Concerns

Identify primary issues and challenges.

Risks	Skills Gaps	Changes in Scope	Other Issues

Recommendations

State action items to address areas of concern. (For a current project, also specify whether it should move forward.)

_____

_____

_____

_____

Was this helpful?

Take the next step.

360 Leadership Assessment Template

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Mid-Year Review Template

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