Template

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Using This Template

The companion tool, **Project Closeout Report Instructions**, provides detailed direction for completing this template. This and other Framework tools are available on the Framework Web site.

To create a deliverable from this template:

1. Delete the template title page (previous page) and this page.
2. Replace [bracketed text] on the cover page (next page) with your project and agency information.
3. Replace [bracketed text] in the tool header at the top of page 1 with the same project information as on the cover page.

 Note: Please do not remove or modify content in the footer area.

1. Complete the entire template. Each section contains abbreviated instructions, shown in italics, and tables for entering content. Relevant text from other project deliverables may be pasted into content areas.

 Note: Feel free to remove the italicized instructions.

PROJECT DELIVERY METHODOLOGY

POST PROJECT REVIEW REPORT

[Functional Office(s) Name]

[PROJECT NAME]

 *Meeting Attendees*

|  |  |  |  |
| --- | --- | --- | --- |
| Attendee Name | Title  | Project Role |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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# Section 1 Meeting Agenda, Scope and Objectives

*Provide the meeting agenda; describe the scope and objective of the meeting*

# Section 2 Findings and Recommendations

*Document the finding and recommendations from the attendees*

## 2.2 Process Review Feedback/Findings

*Review each stage/phase performed by the project and document findings and feedback. Recommended improvements/changes if needed*

| **Phase/Stage** | **Finding** | **Feedback** | **Recommended Changes** |
| --- | --- | --- | --- |
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## 2.2 Recommended Changes to PDM Standards

Describe any recommended changes to the PDM standards

| Chapter  | Section | Recommended Change |
| --- | --- | --- |
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|  |  |  |
|  |  |  |
|  |  |  |

# Section 3 Management Issue Considerations

*Describe any issues that need to be elevated and addressed by Management*

| **Item No** | **Management Issue Description** | **Office/Owner** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
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# Section 4 Action Items

*List action items from meeting*

| **Item No** | **Action Item Description** | **Assigned To** | **Due Date** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
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