Project Implementation Review

Project Name

Document Control

Template Version

Template Version

Template Author

Document Version History

Version	Date of Issue	Author(s)	Description of changes	

Inside This Document

1 PROJECT & OVERVIEW

- 1.1 Review Participants
- 1.2 Overview & Project Background
- 1.3 Purpose
- 1.4 Outcomes
- 1.5 Meeting Style & Approach

2 REVIEW, FEEDBACK & RECOMMENDATIONS

- 2.1 Project Initiation
- 2.2 Project Execution
- 2.3 Project Closure
- 2.4 Project Control
- 2.5 Issue & Risk Management
- 2.6 Perception of the Project at Conclusion

3 CUSTOMER REVIEW, FEEDBACK & RECOMMENDATIONS

- 3.1 Proposal & Project Initiation
- 3.2 Working with other Teams
- 3.3 Budget & Costs Management
- 3.4 Schedule Management
- 3.5 Issue & Risk Management
- 3.6 Perception of the Project at Conclusion
- 3.7 Project Schedule & Milestones / Deliverables
- 3.8 Project Budget & Costs
- 3.9 Glossary of Terms