

CL403. Post-Project Review

Project Summary

Project Name: _____	Project ID#: _____
Date Prepared: _____	
Project Manager: _____	Product Name / Ver.: _____
Project Dates: From: _____ To: _____	Project was _____
Project Type: _____	Project Cost: _____
Project Goals: _____	
Methodology: _____	Team Size: From _____ to _____
Application Domain: _____	Hardware Platform: _____
Languages: _____	
Project Size: _____	
Actual Total Effort: _____	
Productivity: _____ per person	
Defect Density: _____	Defect Removal Efficiency: _____

Schedule, Effort and Costs

	Baseline	Actual	Variance	Comment
Project Start				
Project End				
Total Effort (in Hours)				
Total Cost				
Hardware Cost				
Software Cost				
Network Cost				
Labor Cost				

Project Risks

Project Risk Event	Effectiveness of Mitigation or Contingency
1.	
2.	
3.	

Language

Language	Percent of Product
??	
??	
??	

Processes, Tools and Artifacts

The processes, tools, techniques and methods you used, and the artifacts you were able to reuse on the project, can be important factors in its success or failure.

Processes

What processes positively influenced the outcome of the project?

Did you follow all the steps in the planned processes?

Yes No

If not, what exceptions did you make and why?

What processes, if any, were lacking?

Tools

What tools did you use that positively influenced the outcome of the project?

What tools should you have had?

Artifact Reuse

Type	Planned for Reuse Yes / No	# Reused within Project	# Reused from Other Projects
Artifacts			
Lines of Code			
Templates			
Models			
Other:			

CL403. Post-Project Review

Project Team Structure

The structure of the team includes the team within your organization and the extended team, or members of other parts of the organization, such as operational support.

Team Qualifications (Percent)

Team Experience at Startup	1 No Knowledge	2 Familiarity	3 Experienced	4 Very Experienced	5 Expert
Tools and techniques					
Processes and standards					
Product type					
Industry business knowledge					
Software development life cycle					

Teamwork

	Very Low	Low	Medium	High	Very High
Team morale					
Team cohesiveness					
Management commitment					
Customer commitment					
Other support groups' commitment					

Team Turnover

	0 - 5 %	6 - 10%	11 - 15%	16 - 20%	21+%
Team turnover					

Operational Support

Support Group	1 Very Dissatisfied	2 Dissatisfied	3 Neutral	4 Satisfied	5 Very Satisfied

CL403. Post-Project Review

Cost of Quality

The cost of quality includes time and effort spent on rework, change requests and defects, and time wasted because of downtime.

Initial Effort and Rework


Hours	Initial Hours Spent	Hours to Review	Hours to Revise	Total	Effort Distribution
Project Management					
SDLC Phase					
Feasibility					
Requirements					
Design					
Code					
Test					
Customer test					
Installation / deployment					
Other					
SCM					
Training					
Other					
Totals					

Change Requests

Phase	Approved	Distribution
Design		
Construction		
Testing		
Implementation		
Total		100.0%

CL403. Post-Project Review

Defects

Number found during 	Location of Defect			Total	Defect Removal Efficiency
	Requirements	Design	Code		
Requirements review					
Design review					
Code review					
System test					
Customer test					
Total					

Availability and Response Time

Activity	Never (0%)	Rarely (25%)	Sometime (50%)	Usually (75%)	Always (100%)	N/A
Network availability						
Network response time adequacy						
System availability						
System response time adequacy						
Test system availability						
Test system response time adequacy						

Lessons Learned

Document information about circumstances that contributed to or limited the success of work efforts.

Positive Influences:

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Negative Influences:

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CL403. Post-Project Review

Recommended Improvements

Category	#	Problem Area	Recommended Solution(s)
	1.		
	2.		

APPROVAL	
This document has our approval.	
<i>(If ACT does not receive a signed copy of this document within the next five working days, we will infer that the content of this document is correct and has been accepted).</i>	
Name of Authorized Representative:	
Authorized Representative Signature:	
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Date:	

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