

## Project Review Questions

*Questions to think about before the actual AAR (a 1½ - 2 hour structured session)*

### What should have happened?

- Were the aims and objectives of the project clear and understood?
- Were the timescales, budgets and resources realistic?
- How well did contributors feel they understood their individual responsibilities?

### What went right?

- Did the various activities and tasks go according to plan?
- How good was the communication with stakeholders throughout the project?
- Overall, was the project considered a success?
- What are you particularly proud of having achieved?

### What went wrong (or could have gone better)

- Consider tasks, communications, outcomes as indicated above
- What didn't meet expectations?
- What are the strengths and weaknesses of the final deliverables?

### Why were there differences (from planned and actual)?

- What factors contributed to success or failure in various tasks?

### What lessons can we take forward?

- About this type of project in general – things we can learn from or improve
- About resourcing – the mix of skills
- About the tasks – technology, training, knowledge/information management
- About acquiring new skills or highlighting training needs
- About good practice
- About our approach or the project methodology used
- About anything else you can think of!!

\* AAR = After Action Review (a KIM technique)