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)*