**Post-Project Review Agenda**

1. Taking Stock:
2. How well did the team do in meeting the goals in the Scope Statement?
3. How well did the team do at meeting deadlines and the final completion date?
4. How well did the team do at monitoring its progress?
5. How well did the team do at communicating with stakeholders?
6. What worked well?
7. What did NOT work well?
8. What would we do differently next time?
9. Identify the TOP THREE (or at most five) learning points from each of agenda items II, III, and IV