

PROJECT REVIEW



OBJECTIVE: A project management or process improvement activity to illustrate the progress a team has made in completing projects in the last year.

- MATERIALS:**
- Flip Chart Paper
 - Markers

- PROCEDURE:**
1. Have the team identify all projects that the team has initiated in the last year.
 2. List the projects down the left side of a flip chart.
 3. Draw four columns to the right of each project. Label the columns A, B, C, and D. Your flip chart should look like this:

Project	A	B	C	D
Project A				
Project B				
Project C				
Project D				
(etc...)				

4. For each completed project, ask if the project was completed. Record Yes or No (Y/N) in Column A.
5. For each project, ask if it was completed on time. Record Yes or No (Y/N) in Column B.
6. For each completed project, ask if it was completed within budget. Record Yes or No (Y/N) in Column C.
7. Discuss and record in Column D the reasons for uncompleted and delayed projects, if applicable.
8. Develop and record ground rules for more successful project execution.