

Project Management Processes

Post Project Review – Develop a process that will complement the existing Post Project Review procedure. This process should guide IS&T project managers, team leads and managers, and project team members through successful and consistent post-project reviews

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Method – Self-selected members of the Project Management Focus Group along with other interested individuals met on April 20th, 2010 to define a process for conducting post-project reviews. Once the resulting process had been drafted, the participants reviewed the draft and provided feedback.

Outcome – Following a round of feedback, the attached Post-Project Review process was updated. Please note that there are still some outstanding questions. Those questions along with suggested solutions are included below. The Project Management Support Group should review these and finalize the process.

How can we encourage folks to conduct these reviews?

- Have a pool of facilitators to help conduct the review
- Provide sample questions for those who want to do it themselves, but haven't in the past
- Make improvement of PM skills part of the individual's goals [this will increase the probability that management shows interest in the debrief]
- Include this activity as part of the original project plan, so it's not seen as yet another add-on
- Provide rewards (aka SPOT) for the PMs' enhancements that become embedded in the process

How can successful practices and opportunities for improvement be best shared with other PMs within IS&T?

- Share them in the PM support group
- Share highlights (both good and bad) in the IS&T newsletter
- Enhance the PM methodology to include any great suggestions (either additions or subtractions)

Project Services Office

