**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11860&utm_source=template-word&utm_medium=content&utm_campaign=Project+Review+Meeting+Agenda-word-11860&lpa=Project+Review+Meeting+Agenda+word+11860)PROJECT REVIEW MEETING AGENDA TEMPLATE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE | | LOCATION |  | |  | | |  | | --- | |  | |
| MM/DD/YY | |  | | | | |  |
| MEETING TITLE | | | | START TIME | | END TIME |  |
| Title | | | | 0:00 | | 0:00 | Clipboard Checked outline |
| PROJECT TITLE | | | | PROJECT MANAGER | | |  |
| Title | | | | Name | | |  |
| ATTENDANCE | | | | | | |  |
| Name | | Name | | | | |  |
| Name | | Name | | | | |  |
|  | |  | | | | |  |
|  | |  | | | | |  |
| PLANNED WORK COMPLETION DATE | | | | | | |  |
| MM/DD/YY | | | | | | |  |
| ACTUAL WORK COMPLETION DATE | | | | | | |  |
| MM/DD/YY | | | | | | |  |
| PLANNED PROJECT CLOSEOUT DATE | | | | | | |  |
| MM/DD/YY | | | | | | |  |
| ACTUAL PROJECT CLOSEOUT DATE | | | | | | |  |
| MM/DD/YY | | | | | | |  |
| REVIEW MEETING AGENDA | | | |  | |  |  |
| ID | AGENDA ITEM | OWNER | DUE DATE | | STATUS | | COMMENTS |
| 1 | Opening/Welcome |  | MM/DD/YY | | Not Started | |  |
| 2 | Call to Order |  | MM/DD/YY | | In Progress | |  |
| 3 | Purpose of the Review Meeting |  | MM/DD/YY | | Complete | |  |
| 4 | Discussion and Approval of Previous Meeting Minutes (if applicable) |  | MM/DD/YY | | Needs Review | |  |
| 5 | Project Overview |  |  | | Overdue | |  |
| 6 | Project Performance Metrics |  |  | | Not Started | |  |
| 7 | Milestones Achieved Since Last Review |  |  | | Not Started | |  |
| 8 | Deliverables Completed vs. Planned |  |  | | Not Started | |  |
| 9 | Financial Review |  |  | | Not Started | |  |
| 10 | Risks and Issues |  |  | | Not Started | |  |
| 11 | Mitigation Strategies Implemented |  |  | | Not Started | |  |
| 12 | Quality and Scope Review |  |  | | Not Started | |  |
| 13 | Team and Resource Review |  |  | | Not Started | |  |
| 14 | Resource Allocation, Utilization, Needs |  |  | | Not Started | |  |
| 15 | Stakeholder and Communication Review |  |  | | Not Started | |  |
| 16 | Effectiveness of Current Communication Strategies and Channels |  |  | | Not Started | |  |
| 17 | Lessons Learned |  |  | | Not Started | |  |
| 18 | Other |  |  | | Not Started | |  |
| 19 | Other |  |  | | Not Started | |  |
| 20 | Other |  |  | | Not Started | |  |
| 21 |  |  |  | | Not Started | |  |
| 22 |  |  |  | | Not Started | |  |
| 23 |  |  |  | | Not Started | |  |
| 25 |  |  |  | | Not Started | |  |

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