

Meeting	<project name>	Project Review
Date	<date>	
Timing	<start and finish times>	
Venue	<location>	
Attendees	<attendee names>	
Apologies	<names>	
Project Manager	<name>	

Today's objectives

1. To assess progress on the project
2. To identify any necessary corrective actions

Today's agenda

ID	Topic	Led by	Duration
1	Status & Achievements (Highlights of progress for schedule and major deliverables completed)	Project Manager	10 mins
2	Upcoming Milestones & Adjustments (Focus on the scheduled milestones before the next meeting, and any planned schedule adjustments)	Project Manager	10 mins
3	Cost & Staffing Review (Review of costs to date, compared to plan. Review staffing changes executed, planned, or shortages)	Project Manager	10 mins
4	Change Requests (Review and decide on formal Change Requests)	Project Board	10 mins
5	Major Issue Resolution (Review and decide on Project Board-level issues blocking the project)	Project Board	10 mins
6	Business Case Review (Compare current plan for the project against client and business commitments and benefits)	Project Sponsor	5 mins
7	Wrap-up, next actions and date of next review	Project Manager	5 mins