

Briefing Guidelines

Project Review

This is a list of topics you might want to include in your Briefing. It is not the intention that you should include each and every one of these nor is the list comprehensive.

- (1) Who you are and your role in the project
- (2) Which management team set up and is steering the project, who the Champion and Project Leader are
- (3) Explain the areas you are going to cover
- (4) Why the project is being reviewed
- (5) Background to the project and where it came from
- (6) Why it was important (to the organisation, to the customers, to others)
- (7) Key issues which the project tackled
- (8) A brief overview of the Project Remit (you may have already touched upon some of this)
 - (a) Objectives
 - (b) Scope, inclusions, exclusions
 - (c) Timescales and milestones
 - (d) Interdependencies with other work or projects
- (9) The methodology followed and other Project Events run
- (10) Results
- (11) Why the project is viewed as being particularly (un)successful
- (12) Any other relevant background information or data
- (13) Any other messages you want to get across
- (14) What you would like to see by the end of the Project Review
- (15) Finish by recapping what you have covered

Notes Any Briefing always has far more impact if key points are presented on flipchart. Use PowerPoint as an alternative only if you have pictures or graphs to show.

Time Discuss this with your Facilitator but ideally no more than 30 minutes.