

# Project Review Sheet

Client Name

Project Name

Project Manager

Review Date

Start Date

Completion Date

Project Status

## Scope & Work Summary

Brief Project Description

Contracted Scope of Work

## Budget & Costs

Estimated Budget

Final Cost

Budget Notes

## Milestone Reviews

Milestone	Target Date	Completion Date	Comments

## Project Highlights

Achievements

Challenges/Issues

Solutions Implemented

## Client Feedback

## Team Notes

Reviewed by

Signature

Date

