

# EXAMPLE Post-Job Review Meeting

**Job Name & Number:** \_\_\_\_\_

**Targeted Completion Date:** \_\_\_\_\_

Discussion Items/Agenda	Lessons Learned
Cost Review <ul style="list-style-type: none"> <li>• Operations manager reviews most current cost report down to cost code level</li> </ul>	
Uncontrollable Impacts <ul style="list-style-type: none"> <li>• What uncontrollable variables impacted this project?</li> </ul>	
PM Lessons Learned <ul style="list-style-type: none"> <li>• If we were to build this project again, what would we do different in terms of project management?</li> <li>• If we were to build this project again, what would we do the same in terms of project management?</li> </ul>	
Field Lessons Learned <ul style="list-style-type: none"> <li>• If we were to build this project again, what would we do different in terms of field management?</li> <li>• If we were to build this project again, what would we do the same in terms of field management?</li> </ul>	
Estimating Lessons Learned <ul style="list-style-type: none"> <li>• What items did we perform better than estimated? Why &amp; How?</li> <li>• What items did we perform worse than the estimate? Why &amp; How?</li> <li>• Were there any items that we performed significantly different?</li> <li>• If we were to estimate this project again, what would we do different?</li> <li>• Was there anything specific to this customer that should be considered in future estimates?</li> <li>• Was there anything specific to the designers that should be considered in future estimates?</li> <li>• Was there anything specific to this site that should be considered in future estimates?</li> </ul>	

## Meeting Participants' Signatures:

**Project Manager:** \_\_\_\_\_

**Estimator:** \_\_\_\_\_

**Superintendent:** \_\_\_\_\_

**President:** \_\_\_\_\_

**Operations Manager:** \_\_\_\_\_

**Yard Representative:** \_\_\_\_\_