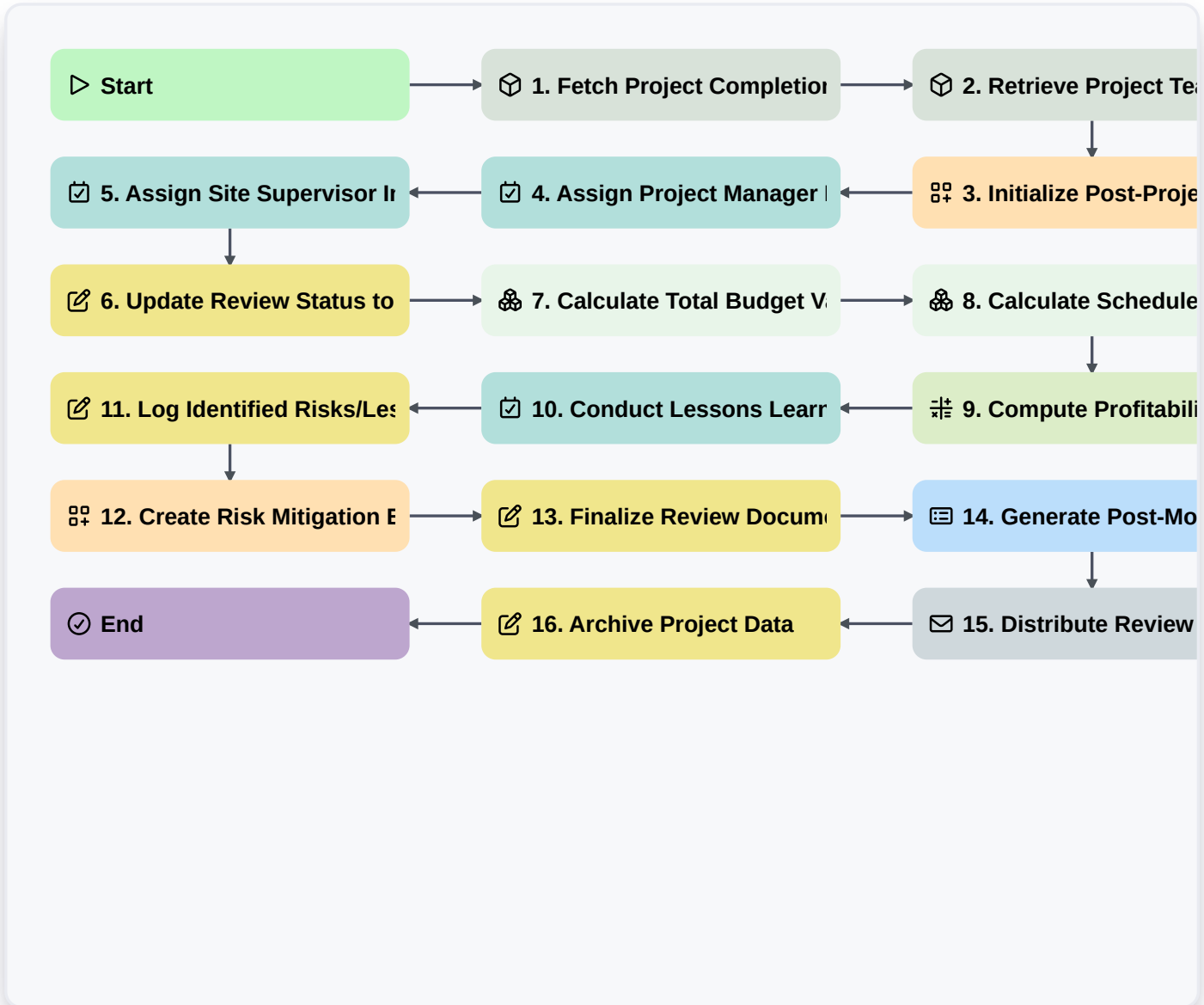


Construction Post-Project Review And Lessons Learned Process



▷ **Start**

Start of the Workflow/Process.

 **1. Fetch Project Completion Data**

Retrieve the final project entry and all associated financial and timeline data models.

 **2. Retrieve Project Team Members**

Get all user entries linked to the project to identify stakeholders for the review.

 **3. Initialize Post-Project Review Record**

Create a new entry in the 'Post-Project Reviews' data model to host the findings.

 **4. Assign Project Manager Review Task**

Create a task for the PM to input qualitative feedback regarding project successes and failures.

 **5. Assign Site Supervisor Inspection Task**

Create a task for the Site Supervisor to verify if all site safety protocols were closed out.



6. Update Review Status to 'In Progress'

Update the newly created review entry status to reflect that the assessment has started.

7. Calculate Total Budget Variance

Aggregate all cost entries from the project to compare actual spend vs. original budget.

8. Calculate Schedule Variance

Aggregate planned vs. actual duration entries to calculate the total delay or early completion days.

9. Compute Profitability Margin

Execute formula: $(\text{Total Revenue} - \text{Total Actual Cost}) / \text{Total Revenue}$.

10. Conduct Lessons Learned Workshop

Create a task to schedule and host a meeting with all key stakeholders.

11. Log Identified Risks/Lessons

Update the Review entry with specific data points captured during the workshop.

12. Create Risk Mitigation Entry

For every 'Lesson Learned' identified as a risk, create a new entry in the 'Risk Register' data model.

13. Finalize Review Documentation

Update the Review entry status to 'Completed' once all tasks are closed.

14. Generate Post-Mortem Summary Report

Generate a formal PDF report summarizing variances, budget performance, and key learnings.

15. Distribute Review Report to Stakeholders

Send the generated summary report via email to the Project Sponsors and Executive Team.

16. Archive Project Data

Update the original Project entry status to 'Archived' to signify the review cycle is closed.

End

End of the Workflow/Process.