

Review final report

Project name	[Enter the name of the review]
Curriculum area	[Add the description of the curriculum area being reviewed, e.g. middle school mathematics]
Improvement goals	[Add the improvement goal(s) to be met]
Team members	[Name], [Position], [Representation, e.g. parent]
Date	e.g. 16 March 2016

Concerns that prompted this review

Concern	Evidence from data interpretation
[e.g. A perceived lack of understanding by students of mathematical applications to everyday situations]	[e.g. Summative assessment data]

The process followed

[Describe what the review team did]

Review process successes

List and describe the highlights and key **success factors** of the review process.

Name	Description
[e.g. Stakeholder engagement]	[Stakeholder engagement in this change allowed for a smooth transition with little resistance]

Lessons learned

List and describe any lessons learned from this review process and provide recommendations that can be used to improve the delivery of future reviews.

Description	Recommendation
[e.g. The success measures were originally not specific enough]	[The success measures were refined with approval as it became apparent they were insufficient to indicate success]

Review performance

Provide details on the performance of the review under the three variables of On Time, On Budget and Meeting success criteria.

On time					
Planned finish date	Actual finish date	Variance (in days)	On schedule	Ahead of schedule	Behind schedule
[dd-mm-yy]	[dd-mm-yy]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On budget					
Approved	Spent	Variance	On	Under	Over budget

budget	budget	(in \$)	budget	budget	
[\$ 0]	[\$ 0]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**'On Budget' calculation may be within +/- 10% of the Approved Budget*

Meeting success measures		
Success measure	Measure met	Comments
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	