**TIMEBOX REVIEW**

*The timebox review should be part of the timebox close out meeting. This document records the review and it should contain each of the following sections if relevant.*

TIMEBOX

This review was carried out on 10/09/12 at the end of the Release 3.2 timebox for the West Country Tours on-line booking project.

DELIVERABLES

*The full list of deliverables required from the Timebox Plan with which were delivered and which were not.*

ACCEPTANCE

*A formal record of the acceptance of the completed deliverables by the relevant business representative.*

INCOMPLETE WORK

*A list of the incomplete work with re-assessed priority and if and when each will be completed or if it is being removed from scope.*

PROCESS REVIEW

**How effective the development techniques and timebox control processes used in the timebox were.**

RISKS & ISSUES

*Details of all risks and issues that were identified during the timebox with any other relevant observations.*

LESSONS LEARNED

*Details of all lessons learned during the timebox and any resultant actions that are planned for future timneboxes.*