**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**

Description

**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 and 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.