SOFTWARE PROJECT POSTMORTEM REPORT

PROJECT NAME	MEETING DATE	CLIENT

PROJECT MANAGER	PROJECT COMPLETION DATE

ATTENDEES

PROJECT SUMMARY

Overview of project charter

Criteria for evaluating success

PROJECT HIGHLIGHTS

What went well?

What were the key accomplishments?

PROJECT CHALLENGES

What could have been better?

What were key problem areas?

What technical challenges got in the way?

Additional Comments

PROJECT EVALUATION

LESSON LEARNED	ACHIEVED?	COMMENTS
The original project goals were achieved.		
The project met the original scheduled milestones.		
Original cost projections were accurate.		
The quality of deliverables met expectations.		
The project plan was clearly communicated at all stages.		
Project baselines (i.e., time, scope, cost) were thoughtfully managed.		
Risk was adequately controlled.		
Issues were resolved in a timely manner.		
Change control was constructive.		
Project team members worked effectively together.		

Additional Comments

LESSONS LEARNED

Key Takeaways

Ongoing Maintenance

Outstanding Tasks

Action Items and Owners

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