**PROJECT EVALUATION
QUESTIONS TEMPLATE**

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| **PROJECT NAME** |  |
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| **MEETING DATE AND TIME** |  |
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| Please provide honest feedback to help us conduct a productive postmortem meeting. **RATING SYSTEM: 1 - STRONGLY DISAGREE, 2 - DISAGREE, 3 - NEUTRAL, 4 - AGREE, 5 - STRONGLY AGREE** |
| **QUESTIONS** | **RATING** |
| 1. The project plan was well defined and  communicated from the start. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 2. The initial project goals were clear. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 3. The allocated resources were adequate for  achieving our goals. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 4. The original project timeline was realistic.  |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 5. Our project team worked well together. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 6. Our team worked effectively with the client. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 7. We got the project results that we wanted. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
|  Explain why or why not: |  |
|  |  |
| 8. What went well on this project? |   |
| 9. What aspect of the project was most frustrating? |   |
| 10. What was the most satisfying part of the project? |   |
| 11. What issues would you like to discuss in the meeting? |   |
|   |
| ***Additional Comments:*** |
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