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| **A picture containing text  Description automatically generatedPROJECT DEBRIEF CHECKLIST TEMPLATE**  |
| **NAME** |  |  |
|   |
| **JOB TITLE** |  |  |
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| **TASK** | **COMPLETED?** | **COMMENTS** |
| Schedule a postmortem meeting within one week of the project's conclusion. | **X** |   |
| Assign a meeting moderator and separate note taker. |  |   |
| Send out a survey to collect feedback from the project team members. | **X** |   |
| Create a meeting agenda and share it with the attendees. | **X** |   |
| *During the meeting:* |  |   |
| Recap the initial project objectives. |  |   |
| Compare the expected results with the actual outcomes. |  |   |
| Recap the project timeline, comparing the original plan with the actual experience. |  |   |
| Use team feedback to lead a discussion on what worked well and what could have gone better. |  |   |
| Identify and assign actionable items to improve future projects. |  |   |
| Write a postmortem report based on meeting notes and key takeaways. |  |   |
| Share the postmortem report with the company. |  |   |

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