**PROJECT MANAGEMENT PROJECT SUCCESS CRITERIA CHECKLIST**

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| **NAME** |  | **JOB TITLE** |
|   |  |  |
| **PROJECT TITLE** |  | **DATE** |
|   |  |  |

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| **TASK** | **COMPLETED? (X)** | **COMMENTS** |
| Schedule a postmortem meeting within one week of the project's conclusion. |  |  |
| Assign a meeting moderator and separate note taker. |  |  |
| Send out a survey to collect feedback from the project team members. |  |  |
| Create a meeting agenda and share it with the attendees. |  |  |

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| *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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