**PROJECT DEBRIEF REPORT TEMPLATE**

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| **PROJECT TITLE** |
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| **MODERATOR** | **DATE PREPARED** |  |
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| PROJECT OVERVIEW |
| What were the original goals and objectives of the project? |
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| What were the original criteria for project success?  |
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| Was the project completed according to the original expectation? |
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| Additional Comments |
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| PROJECT HIGHLIGHTS |
| What were the major accomplishments? |
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| What methods worked well? |
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| What was found to be particularly useful for accomplishing the project? |
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| Additional Comments |
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| PROJECT CHALLENGES |
| What elements of the project went wrong?  |
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| What specific processes need improvement? |
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| How can these processes be improved in the future? |
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| What were the key problems areas (i.e., budgeting, scheduling, etc.)? |
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| List any technical challenges. |
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| Additional Comments |
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| POST-PROJECT TASKS / FUTURE CONSIDERATIONS |
| List any continuing development and maintenance objectives. |
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| What actions still need to be completed, and who is responsible for completing them? |
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| List any additional outstanding project items. |
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| Additional Comments |
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| PLANNING PHASE |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| The project plans and scheduling were well documented, complete with adequate structure and detail.  |   |   |
| The project schedule contained all elements of the project.  |   |   |
| The tasks were clearly defined. |   |   |
| The stakeholders had adequate input in the planning process.  |   |   |
| The requirements were gathered and clearly documented.  |   |   |
| The criteria were clear for all phases of the project. |   |   |
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| Additional Comments |
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| EXECUTION |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| The project reached its original goals.  |   |   |
| Unexpected changes that occurred were of manageable frequency and intensity.  |   |   |
| Project baselines (i.e., time, scope, and cost) were thoughtfully managed.  |   |   |
| Fundamental project management processes (i.e., risk and issue management) were efficient.  |   |   |
| Project progress was tracked and reported in an accurate, organized manner.  |   |   |
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| Additional Comments |
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| HUMAN FACTORS |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| The project manager reported to the appropriate parties. |   |   |
| Project management was effective. |   |   |
| The project team was organized and adequately staffed. |   |   |
| The project manager and team received proper training.  |   |   |
| There was efficient communication among project team members. |   |   |
| Functional areas collaborated effectively.  |   |   |
| Conflicting goals did not cause interdepartmental problems.  |   |   |
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| Additional Comments |
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| OVERALL |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Original cost and schedule projections were accurate.  |   |   |
| Deliverables were presented on time within the amended schedule.  |   |   |
| The project was completed within the amended budget.  |   |   |
| Change control was constructive.  |   |   |
| External dependencies were known and handled effectively.  |   |   |
| The needs of the customer were met.  |   |   |
| The objectives of the project were met.  |   |   |
| The objectives of the business were met.  |   |   |
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| Additional Comments |
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| PROJECT CLOSE ACCEPTANCE |
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| **PROJECT MANAGER NAME** | **DATE** | **PROJECT MANAGER SIGNATURE** |
|   |   |   |
|  |  |  |
| **SPONSOR NAME** | **DATE** | **SPONSOR SIGNATURE** |
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