**PROJECT DEBRIEF 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 did you find 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** |
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| Additional Comments |
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| EXECUTION |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
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| Additional Comments |
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| HUMAN FACTORS |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
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| Additional Comments |
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| OVERALL |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
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| Additional Comments |
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| PROJECT CLOSE ACCEPTANCE |
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| **PROJECT MANAGER NAME** | **DATE** | **PROJECT MANAGER SIGNATURE** |
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|  |  |  |
| **SPONSOR NAME** | **DATE** | **SPONSOR SIGNATURE** |
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