[](https://www.smartsheet.com/try-it?trp=11408&utm_source=integrated+content&utm_campaign=/content/project-debrief-templates&utm_medium=Project+Debrief+doc+11408&lpa=Project+Debrief+doc+11408&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT DEBRIEF TEMPLATE**

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| **PROJECT TITLE** | | | |
|  | | | |
| **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? | | | |
|  | | | |
| 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? |
|  |
| What methods worked well? |
|  |
| What did you find to be particularly useful for accomplishing the project? |
|  |
| 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.)? |
|  |
| List any technical challenges. |
|  |
| Additional Comments |
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| POST-PROJECT TASKS / FUTURE CONSIDERATIONS |
| List any continuing development and maintenance objectives. |
|  |
| What actions still need to be completed, and who is responsible for completing them? |
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| List any additional outstanding project items. |
|  |
| 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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| OVERALL | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
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| Additional Comments | | |
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| PROJECT CLOSE ACCEPTANCE | | |
|  |  |  |
| **PROJECT MANAGER NAME** | **DATE** | **PROJECT MANAGER SIGNATURE** |
|  |  |  |
|  |  |  |
| **SPONSOR NAME** | **DATE** | **SPONSOR SIGNATURE** |
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