**SOFTWARE PROJECT
DEBRIEF REPORT TEMPLATE**

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| **PROJECT NAME** | **MEETING DATE** |  | **CLIENT** |
|   |   |  |  |
| **PROJECT MANAGER** | **PROJECT** **COMPLETION DATE** |  |  |
|   |   |  |  |
| **ATTENDEES** |  |  |  |
|   |

 |  |  |
| PROJECT SUMMARY |
| Overview of project charter |
|   |
| Criteria for evaluating success |
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| PROJECT HIGHLIGHTS |
| What went well? |
|   |
| What were the key accomplishments? |
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| PROJECT CHALLENGES |
| What could have been better? |
|   |
| What were key problem areas? |
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| What technical challenges got in the way? |
|   |
| Additional Comments |
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| PROJECT EVALUATION |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| The original project goals were achieved. |   |   |
| The project met the original scheduled milestones. |   |   |
| Original cost projections were accurate. |   |   |
| The quality of deliverables met expectations. |   |   |
| The project plan was clearly communicated at all stages. |   |   |
| Project baselines (i.e., time, scope, cost) were thoughtfully managed. |   |   |
| Risk was adequately controlled. |   |   |
| Issues were resolved in a timely manner. |   |   |
| Change control was constructive. |   |   |
| Project team members worked effectively together. |   |   |
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| Additional Comments |
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| LESSONS LEARNED |
| Key Takeaways |
|   |
| Ongoing Maintenance |
|   |
| Outstanding Tasks |
|   |
| Action Items and Owners |
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