[](https://www.smartsheet.com/try-it?trp=11860&utm_source=template-word&utm_medium=content&utm_campaign=Project+Closeout+Meeting+Agenda-word-11860&lpa=Project+Closeout+Meeting+Agenda+word+11860)**PROJECT CLOSEOUT MEETING**

**AGENDA TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | DATE | LOCATION | | | | | | MM/DD/YY |  | | | | | | MEETING TITLE | | | START TIME | END TIME | | |  | | |  |  | | | TEAM NAME | | | FACILITATOR | | | |  | | |  | | | | TEAM MEMBERS REQUESTED TO ATTEND | | | | | | |  | |  | | | |  | |  | | | |  | |  | | | |  | |  | | | | PROJECT TITLE | | |  |  | | |  | | | | | | | |  |  |
| PROJECT OVERVIEW |
| What were the original goals and objectives of the project? |
|  |
| What were the original criteria for project success? |
|  |
| Was the project completed according to the original expectation? |
|  |
| Additional Comments |
|  |

|  |
| --- |
| PROJECT HIGHLIGHTS |
| What were the major accomplishments? |
|  |
| What methods worked well? |
|  |
| What was found to be particularly useful to accomplish the project? |
|  |
| Additional Comments |
|  |

|  |
| --- |
| PROJECT CHALLENGES |
| What elements of the project went wrong? |
|  |
| What specific processes need improvement? |
|  |
| How can these processes be improved in the future? |
|  |
| What were the key problem areas (i.e., budgeting, scheduling, etc.)? |
|  |
| List any technical challenges. |
|  |
| Additional Comments |
|  |

|  |
| --- |
| 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? |
|  |
| List any additional outstanding project items. |
|  |
| Additional Comments |
|  |

|  |  |  |
| --- | --- | --- |
| PLANNING PHASE | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Project plans and scheduling were well documented, complete with adequate structure and detail |  |  |
| Project schedule contained all elements of project |  |  |
| Tasks were clearly defined |  |  |
| Stakeholders had adequate input in planning process |  |  |
| Requirements were gathered and clearly documented |  |  |
| Criteria were clear for all phases of project |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Comments | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| EXECUTION | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Project reached its original goals |  |  |
| Unexpected changes that occurred were of manageable frequency and intensity |  |  |
| Project baselines (i.e., time, scope, cost) were thoughtfully managed |  |  |
| Fundamental project management processes (i.e., risk and issue management) were efficient |  |  |
| Project progress was tracked and reported in accurate, organized manner |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Comments | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| HUMAN FACTORS | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Project manager reported to appropriate parties |  |  |
| Project management was effective |  |  |
| Project team was organized and adequately staffed |  |  |
| 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 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Comments | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| OVERALL | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Original cost and schedule projections were accurate |  |  |
| Deliverables were presented on time within amended schedule |  |  |
| Project was concluded within amended budget |  |  |
| Change control was constructive |  |  |
| External dependencies were known and handled effectively |  |  |
| Customer needs were met |  |  |
| Project objectives were met |  |  |
| Business objectives were met |  |  |
|  |  |  |
|  |  |  |
| Additional Comments | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| PROJECT CLOSE ACCEPTANCE | | |
|  |  |  |
| PROJECT MANAGER NAME | DATE | PROJECT MANAGER SIGNATURE |
|  |  |  |
|  |  |  |
| SPONSOR NAME | DATE | SPONSOR SIGNATURE |
|  |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |