

Document: End-of-Project Assessment

At the end of every project, the team should meet with the key customers and stakeholders to talk about what went well and what could have been done better. The objective of the meeting is to gain a common understanding of what went right and wrong, so that the good things are done again and the wrong things are avoided.

After the meeting, this information should be documented and circulated so that others also have an opportunity to learn from this experience. If the organization captures these learnings, they should be submitted into the appropriate repository as well.

Project Name: XXX XXXX
Project Manager: XXX XXXX
Meeting Date: MM/DD/YY
Attendees: XXX, XXX, XXX

Project Assessment
Discuss the following aspects of the project. Document the key learnings in terms of what worked well and what could have been improved.
Project Planning
Worked Well/Areas for Improvement:
Project Workplan/Estimates
Worked Well/Areas for Improvement:
Analysis / Business Requirements
Worked Well/Areas for Improvement:
Design Phase
Worked Well/Areas for Improvement:
Construct/Test
Worked Well/Areas for Improvement:
Implementation
Worked Well/Areas for Improvement:
Project Assumptions
Worked Well/Areas for Improvement:

Project Management Assessment

Managing the Workplan

Worked Well/Areas for Improvement:

Managing Scope

Worked Well/Areas for Improvement:

Communication

Worked Well/Areas for Improvement:

Managing Communication/Expectations

Worked Well/Areas for Improvement:

Managing Quality

Worked Well/Areas for Improvement:

Managing Risk

Worked Well/Areas for Improvement:

Other Project Management Comments

Worked Well/Areas for Improvement:

Team Characteristics

Comment on teamwork, professionalism, work relationships, responsiveness, etc.

