

PROJECT TEAM EVALUATION TEMPLATE

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PROJECT NAME

MEETING DATE AND TIME

Please provide honest feedback to help us conduct a productive postmortem meeting.

RATING SYSTEM: 1 - STRONGLY DISAGREE, 2 - DISAGREE, 3 - NEUTRAL, 4 - AGREE, 5 - STRONGLY AGREE

QUESTIONS	RATING				
1. The project plan was well-defined and communicated from the start.	1	2	3	4	5
2. The initial project goals were clear.	1	2	3	4	5
3. The allocated resources were adequate for achieving our goals.	1	2	3	4	5
4. The original project timeline was realistic.	1	2	3	4	5
5. Our project team worked well together.	1	2	3	4	5
6. Our team worked effectively with the client.	1	2	3	4	5
7. We got the project results that we wanted.	1	2	3	4	5
Explain why or why not:					

8. What went well on this project?	
9. What aspect of the project was most frustrating?	
10. What was the most satisfying part of the project?	
11. What issues would you like to discuss in the meeting?	

Additional Comments:

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