

# CONSTRUCTION PROJECT DEBRIEF TEMPLATE

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PROJECT TITLE

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MODERATOR

DATE PREPARED

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PROJECT OVERVIEW

What were the original goals and objectives of the project?

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What was/were the original criterion/criteria for project success?

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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 helped you accomplish the project?

Additional Comments

## PROJECT CHALLENGES

What elements of the project went wrong?

What specific processes need improvement?

How can we improve these processes in the future?

What were the key problems 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 do you still need to complete, and who is responsible for completing them?

List any additional outstanding project items.

Additional Comments

PLANNING PHASE

LESSON LEARNED	ACHIEVED?	COMMENTS
Additional Comments		

EXECUTION

LESSON LEARNED	ACHIEVED?	COMMENTS
Additional Comments		

HUMAN FACTORS

LESSON LEARNED	ACHIEVED?	COMMENTS
Additional Comments		

OVERALL

LESSON LEARNED	ACHIEVED?	COMMENTS
Additional Comments		

PROJECT CLOSE ACCEPTANCE

**PROJECT MANAGER NAME**

**DATE**

**PROJECT MANAGER SIGNATURE**

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**SPONSOR NAME**

**DATE**

**SPONSOR SIGNATURE**

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