

IT PROJECT DEBRIEF TEMPLATE

Try Smartsheet for FREE

PROJECT NAME

MEETING DATE

CLIENT

--	--

--

PROJECT MANAGER

**PROJECT
COMPLETION DATE**

--	--

ATTENDEES

--

PROJECT SUMMARY

Overview of project charter

--

Criteria for evaluating success

--

PROJECT HIGHLIGHTS

What went well?

--

What were the key accomplishments?

--

PROJECT CHALLENGES

What could have been better?

What were key problem areas?

What technical challenges got in the way?

Additional Comments

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.		
Additional Comments		

LESSONS LEARNED

Key Takeaways

Ongoing Maintenance

Outstanding Tasks

Action Items and Owners

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.