

PROJECT DEBRIEF CHECKLIST TEMPLATE

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NAME

JOB TITLE

PROJECT TITLE

DATE

TASK	COMPLETED?	COMMENTS
Schedule a postmortem meeting within one week after the project ends.		
Assign a meeting moderator and separate note taker.		
Send out a survey to collect feedback from project team members.		
Create a meeting agenda and share it with the attendees.		
<i>During the meeting:</i>		
Recap initial project objectives.		
Compare expected results with actual outcomes.		
Recap the project timeline, comparing original plan with actual experience.		
Use team feedback to lead discussion on what worked well and what could have been better.		
Identify and assign actionable items to improve future projects.		
Write postmortem report based on meeting notes and key takeaways.		
Share postmortem report with the company.		

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