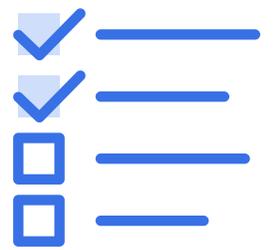


Project Debrief

Sample Questions

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Goals

- What was the primary goal of this project?
- What was the secondary goal of this project?
- Did our goals align with the client's?
- Did we achieve the goals we set out to achieve?
- Were our goals realistic?
- How can we make our goals more achievable?

Project Plan

- Was our initial project plan missing important information?
- Were all necessary tasks, dependencies, and contingencies accounted for?
- What missing information might you include in your next project plan?

External performance

- Was the client happy with the project outcome?
- Did we have clear success metrics from the client?
- Were there any misunderstandings between the project team and the client?

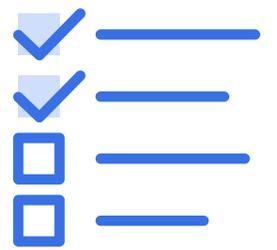
Team Cohesion

- Were there breakdowns in communication or tension among team members?
- Was the distribution of work fair?
- How can we redistribute work to relieve pressure on overworked team members?
- Were team members assigned to tasks that matched with their experience and expertise?
- Were any team members overwhelmed, or not challenged enough?



Tasks

- Were all tasks completed properly?
- Was enough time allotted in the schedule for each task?
- Were all task dependencies accounted for?
- Do any team members need to receive additional training or resources in order to complete certain tasks?



Resources

- Were materials, equipment, and team members allocated correctly?
- Did available software function as needed?
- Do we need to upgrade or replace any software?
- Do we need to replace or repair any equipment?

Past Projects

- Was this project more or less successful than other projects we've completed?
- What did we do differently in this project?
- Why were the outcomes of this project different from other projects?

Management

- Did management interfere with or obstruct work?
- Was communication between team and management open and clear?
- How can management better support the team to improve outcomes?

Workflow

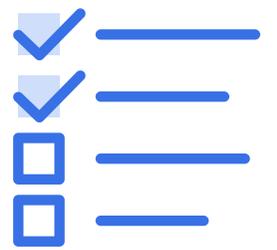
- Where did workflows fail?
- How can we improve our workflows?

Processes

- Were any processes overly complicated or prone to errors or delays?



- How can we improve processes to make them less error-prone?
- How can we simplify existing processes?



Timing

- Were deadlines realistic?
- Were there processes in place to deal with delays?
- Should we adjust expected times for certain tasks when we plan future projects?

Documentation

- Was project documentation clear and organized?
- Did teams have all the documents and forms they needed?
- Were team members bogged down in unnecessary paperwork?
- What new forms or documents do we need?
- What existing forms need to be updated or removed?

Meetings

- Were project meetings productive and helpful?
- Were there too many meetings?
- How can we have more productive meetings?
- What should we include or exclude from future meeting agendas?

Internal Performance

- Were there clear and realistic success metrics?
- Did all team members have a clear understanding of project status at all times?

Unexpected Events

- Were there any unforeseen risks during the project?
- How did luck play a factor in any of our outcomes?
- How can we better account for risk in future projects?

