[](https://www.smartsheet.com/try-it?trp=11486&utm_source=integrated+content&utm_campaign=/content/project-debrief&utm_medium=Project+Debrief+Report+doc+11486&lpa=Project+Debrief+Report+doc+11486&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT DEBRIEF REPORT TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT TITLE** | | | |
|  | | | |
| **MODERATOR** | **DATE PREPARED** | |  |
|  |  | |  |
|  |  |  | |
| PROJECT OVERVIEW | | | |
| What were the original goals and objectives of the project? | | | |
|  | | | |
| What were the original criteria for project success? | | | |
|  | | | |
| Was the project completed according to the original expectation? | | | |
|  | | | |
| Additional Comments | | | |
|  | | | |

|  |
| --- |
| PROJECT HIGHLIGHTS |
| What were the major accomplishments? |
|  |
| What methods worked well? |
|  |
| What was found to be particularly useful for accomplishing the project? |
|  |
| Additional Comments |
|  |

|  |
| --- |
| PROJECT CHALLENGES |
| What elements of the project went wrong? |
|  |
| What specific processes need improvement? |
|  |
| How can these processes be improved 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 still need to be completed, and who is responsible for completing them? |
|  |
| List any additional outstanding project items. |
|  |
| Additional Comments |
|  |

|  |  |  |
| --- | --- | --- |
| PLANNING PHASE | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| The project plans and scheduling were well documented, complete with adequate structure and detail. |  |  |
| The project schedule contained all elements of the project. |  |  |
| The tasks were clearly defined. |  |  |
| The stakeholders had adequate input in the planning process. |  |  |
| The requirements were gathered and clearly documented. |  |  |
| The criteria were clear for all phases of the project. |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Comments | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| EXECUTION | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| The project reached its original goals. |  |  |
| Unexpected changes that occurred were of manageable frequency and intensity. |  |  |
| Project baselines (i.e., time, scope, and cost) were thoughtfully managed. |  |  |
| Fundamental project management processes (i.e., risk and issue management) were efficient. |  |  |
| Project progress was tracked and reported in an accurate, organized manner. |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Comments | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| HUMAN FACTORS | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| The project manager reported to the appropriate parties. |  |  |
| Project management was effective. |  |  |
| The project team was organized and adequately staffed. |  |  |
| The project manager and team received proper training. |  |  |
| There was efficient communication among project team members. |  |  |
| Functional areas collaborated effectively. |  |  |
| Conflicting goals did not cause interdepartmental problems. |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Additional Comments | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| OVERALL | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| Original cost and schedule projections were accurate. |  |  |
| Deliverables were presented on time within the amended schedule. |  |  |
| The project was completed within the amended budget. |  |  |
| Change control was constructive. |  |  |
| External dependencies were known and handled effectively. |  |  |
| The needs of the customer were met. |  |  |
| The objectives of the project were met. |  |  |
| The objectives of the business were met. |  |  |
|  |  |  |
|  |  |  |
| Additional Comments | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| PROJECT CLOSE ACCEPTANCE | | |
|  |  |  |
| **PROJECT MANAGER NAME** | **DATE** | **PROJECT MANAGER SIGNATURE** |
|  |  |  |
|  |  |  |
| **SPONSOR NAME** | **DATE** | **SPONSOR SIGNATURE** |
|  |  |  |

|  |
| --- |
| **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. |