Halftime Project Review

Project Title	Date of Review

Use this worksheet to evaluate the project so far and prepare for the remainder.

1. Project Progress

Are we on track to meet the original project goals and deadlines?	
What key milestones have we achieved so far?	
Are there any delays or roadblocks that have slowed us down?	
What challenges or risks have we experienced with the project, and how have we handled them?	
What challenges do we foresee and how should we handle them?	

2. Team Collaboration

How effective has team communication been?	
Are there any collaboration issues or bottlenecks within the team?	
How can we improve the way we work together for the remainder of the project?	

3. Tools and Resources

Are the tools and resources we're using adequate for the project? Do we need any additional tools, support, or training?	
Are there any tools that are underutilized or causing inefficiency?	

4. Task Management

Are tasks and responsibilities clearly defined for each team member?	
Are we consistently meeting our task deadlines?	
How can we better prioritize tasks for the second half of the project?	

5. Client / Stakeholder Feedback

What has the client told us, either through formal feedback or informal communication?	
What should we adjust based on this communication?	

6. Team Morale

How is the team's overall morale?	
Are there any frustrations or stress points that need to be addressed?	
What can we do to boost team motivation and maintain momentum?	

7. Looking Ahead

What are the most important next steps?	
What are the top priorities for the second half of the project?	
Are there any adjustments to the project plan, timeline, or goals that we need to make?	

Rate the following on a scale of 1–10:

	1	2	3	4	5	6	7	8	9	10
Team Mood										
Client Mood										
Adherence to original project timeline										
How we've handled challenges or roadblocks										
Smoothness of workflow (1 being many bottlenecks, 10 being none)										
Effectiveness of collaboration tools being used										
Clarity of tasks and assignments										
Our timeliness in completing tasks and assignments										

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