

# PROJECT DEBRIEF REPORT TEMPLATE

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**PROJECT TITLE**

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**MODERATOR**

**DATE PREPARED**

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**PROJECT OVERVIEW**

What were the original goals and objectives of the project?

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What was the original criteria for project success?

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Was the project completed according to the original expectation?

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Additional Comments

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## PROJECT HIGHLIGHTS

What were the major accomplishments?

What methods worked well?

What was found to be particularly useful to accomplish 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 |
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| Additional Comments |           |          |
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EXECUTION

| LESSON LEARNED      | ACHIEVED? | COMMENTS |
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| Additional Comments |           |          |
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## HUMAN FACTORS

| LESSON LEARNED      | ACHIEVED? | COMMENTS |
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| Additional Comments |           |          |
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OVERALL

| LESSON LEARNED      | ACHIEVED? | COMMENTS |
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| Additional Comments |           |          |
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PROJECT CLOSE ACCEPTANCE

**PROJECT MANAGER NAME**

**DATE**

**PROJECT MANAGER SIGNATURE**

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**SPONSOR NAME**

**DATE**

**SPONSOR SIGNATURE**

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