**PROJECT DEBRIEF SURVEY TEMPLATE**

|  |  |
| --- | --- |
| **PROJECT NAME** |  |
|  |  |
| **MEETING DATE AND TIME** |  |
| UNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONOUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNOYESUNKNOWNNONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONONO |  |
|  |  |
| Please provide honest feedback to help us conduct a productive postmortem meeting. **RATING SYSTEM: 1 - STRONGLY DISAGREE, 2 - DISAGREE, 3 - NEUTRAL, 4 - AGREE, 5 - STRONGLY AGREE** |
| **QUESTIONS** | **RATING** |
| 1. The project plan was well defined and  communicated from the start. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 2. The initial project goals were clear. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 3. The allocated resources were adequate for  achieving our goals. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 4. The original project timeline was realistic.  |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 5. Our project team worked well together. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 6. Our team worked effectively with the client. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 7. We got the project results that we wanted. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
|  Explain why or why not: |  |
|  |  |
| 8. What went well on this project? |   |
| 9. What aspect of the project was most frustrating? |   |
| 10. What was the most satisfying part of the project? |   |
| 11. What issues would you like to discuss in the meeting? |   |
|   |
| **ADDITIONAL COMMENTS** |
|   |

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