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| --- | --- | --- | --- | --- |
| **Project Title:** |  |  | **Date Prepared:** |  |

**Project Overview:**

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| <Include:* Discuss the original project goals and objectives
* What was the original project success criterion?
* How did the project end?

> |

**Key Accomplishments:**

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| <For example:* What went right?
* What worked well?
* What was found to be particularly useful?
* Project highlights

> |

**Key Problem Areas:**

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| <For example:* What went wrong?
* What project processes didn’t work well?
* What specific processes caused problems?
* What were the effects of key problems areas (i.e. on budget, schedule, etc.)?
* Technical challenges

**Help Using This Template**The Project Post-Mortem is an activity that should be carried out within a week of the project work ending. It is typically conducted as a workshop involving the major project team members. This template should be the output of the workshop. It captures details around how the project ended, as well as lessons learned. It should also be presented to the project sponsor and signed off, to indicate formal project closure.A Project Post-Mortem should be conducted regardless of how the project ended (success, failure, cancellation, indefinite deferral).*Delete this box after reading.*> |

**Post Project Tasks/Future Considerations**

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| < For Example:* Ongoing development and maintenance considerations
* What actions have yet to be completed and who is responsible for them?
* Is there anything still outstanding or that will take time to realize?

> |

**Lessons Learned:**

| Category | Lesson Learned | Achieved? | Comments |
| --- | --- | --- | --- |
| Project Planning | Product concept was appropriate to Business Objectives  | <Yes> |  |
| Project Plan and Schedule were well-documented, with appropriate structure and detail  | <No> |  |
| Project Schedule encompassed all aspects of the project  | <N/A> |  |
| Tasks were defined adequately  |  |  |
| Stakeholders (e.g., Sponsor, Customer) had appropriate input into the project planning process  |  |  |
| Requirements were gathered to sufficient detail  |  |  |
| Requirements were documented clearly  |  |  |
| Specifications were clear and well-documented  |  |  |
| Test Plan was adequate, understandable, and well-documented  |  |  |
| External dependencies were identified, agreements signed  |  |  |
| Project budget was well defined  |  |  |
| End of Phase Criteria were clear for all project phases  |  |  |
| Project Plan had buy-in from the stakeholders  |  |  |
| Stakeholders had easy access to Project Plan and Schedule  |  |  |
| Project Execution | Project stuck to its original goals  |  |  |
| Changes in direction that did occur were of manageable frequency and magnitude  |  |  |
| Project baselines (Scope, Time, Cost, Quality) were well-managed (e.g., changed through a formal Change Control Process)  |  |  |
| Design changes were well-controlled  |  |  |
| Basic project management processes (e.g., Risk Management, Issue Management) were adequate  |  |  |
| Project tracked progress against baselines and reported accurate status  |  |  |
| Procurement (e.g., RFP, Contract with vendor) went smoothly  |  |  |
| Contracted vendor provided acceptable deliverables of appropriate quality, on time, and within budget  |  |  |
| Stakeholders were satisfied with the information they received  |  |  |
| The project had adequate Quality Control  |  |  |
| Requirements – specifications – Test Plan were well-managed (e.g., Requirements Management System was used)  |  |  |
| Human Factors | Project Manager reported to the appropriate part of the organization |  |  |
| Project Manager was effective |  |  |
| Project Team was properly organized and staffed |  |  |
| Project Manager and staff received adequate training  |  |  |
| Project Team’s talent and experience were adequate |  |  |
| Project team worked effectively on project goals |  |  |
| Project team worked effectively with outside entities |  |  |
| There was good communication within the Project Team |  |  |
| Management gave this project adequate attention and time  |  |  |
| Resources were not over-committed  |  |  |
| Resources were consistently committed to project aims  |  |  |
| Functional areas cooperated well  |  |  |
| Conflicting departmental goals did not cause problems  |  |  |
| Authority and accountability were well defined and public  |  |  |
| Overall | Initial cost and schedule estimates were accurate  |  |  |
| Product was delivered within amended schedule  |  |  |
| Product was delivered within amended budget  |  |  |
| Overall Change Control was effective  |  |  |
| External dependencies were understood and well-managed  |  |  |
| Technology chosen was appropriate  |  |  |
| The project was a technological success  |  |  |
| Customer’s needs/requirements were met  |  |  |
| Customer was satisfied with the product  |  |  |
| Project Objectives were met  |  |  |
| Business Objectives were met  |  |  |

**Project Close Acceptance:**

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| --- | --- | --- |
|  |  |  |
| Project Manager Signature |  | Sponsor Signature |
|  |  |  |
| Project Manager Name |  | Sponsor Name |
|  |  |  |

Date Date