

Project Debrief Template

Client name: _____ Budget: _____

Project code: _____ Duration: _____

| Team Members |
|--------------|
| |
| |
| |
| |
| |
| |
| |
| |

| Project Description: |
|----------------------|
| |
| |
| |
| |
| |
| |
| |
| |

| Major Delays |
|--------------|
| |
| |
| |
| |
| |
| |
| |
| |

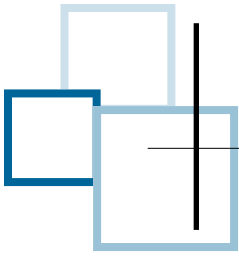
| Increases in Scope |
|--------------------|
| |
| |
| |
| |
| |
| |
| |
| |

| Client Feedback |
|-----------------|
| |
| |
| |
| |
| |
| |
| |
| |

| General Comments: |
|-------------------|
| |
| |
| |
| |
| |
| |
| |
| |

| |
|-----------------------|
| Project Grade: |
|-----------------------|

| |
|--------------|
| Date: |
|--------------|



Project Debrief—Sample Questions

Project Overview

- What was the project all about?
- Who on the client-side was responsible for the project?
- How many hours did it take to get the project done?
- What was the paid for budget of the project?
- Was the project delivered on budget?
- Were there any delays in providing the client deliverables as per the projects workplan?
- What items or events held up the project?
- Were there any change requests during the project?

Team Evaluation

- Who were the primaries on the project?
- How did the team communicate?
- What did you enjoy about the project?
- What could we have done better?
- Are there any tools you could have been provided so that you were better equipped to address the scope?
- What kept you motivated throughout the project?

Successes and Challenges:

- At what points during the project did the client become most frustrated?
- What could we have done better?
- When did the client become most elated?
- What do we see as a success in this project?
- What did the client say after the web project was finished?

Project Grade: Grade your project using a basic academic letter