PROJECT DEBRIEF

PROJECT NAME: (EX: DINNER WITH DUBS, JULY 20, 2018)

DATE OF DEBRIEF MEETING: July 27, 2018

PROJECT LEAD: Name

DEBRIEF ATTENDEES: Names

## DEBRIEF AT A GLANCE

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Projected** | **Actuals** | **Notes** |
| **Budget** |  |  |  |
| **Project timeline** |  |  |  |
| **Staff time (hours)** |  |  |  |
| **Metric for success 1** |  |  |  |
| **Metric for success 2** |  |  |  |
| **Metric for success 3**  |  |  |  |

## IS THE CLIENT HAPPY WITH THE PRODUCT/DELIVERABLES?

Insert Text

## WERE ROLES AND RESPONSIBILITIES CLEAR?

Insert Text

## DID WE WORK/COMMUNICATE WELL AS A TEAM?

Insert Text

## WHAT WAS THE MOST SUCCESSFUL ASPECT OF THE PROJECT?

Insert Text

## WHAT WAS THE LEAST SUCCESSFUL ASPECT OF THE PROJECT?

Insert Text

## WOULD WE WORK ON A SIMILAR PROJECT AGAIN? WHY OR WHY NOT?

Insert Text

## WHAT CAN WE DO BETTER NEXT TIME?

Insert Text