[](https://www.smartsheet.com/try-it?trp=11486&utm_source=integrated+content&utm_campaign=/content/project-debrief&utm_medium=Software+Project+Debrief+Report+doc+11486&lpa=Software+Project+Debrief+Report+doc+11486&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**SOFTWARE PROJECT   
DEBRIEF REPORT TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  | | --- | --- | --- | --- | | **PROJECT NAME** | **MEETING DATE** |  | **CLIENT** | |  |  |  |  | | **PROJECT MANAGER** | **PROJECT**  **COMPLETION DATE** |  |  | |  |  |  |  | | **ATTENDEES** |  |  |  | |  | | | | | |  |  |
| PROJECT SUMMARY |
| Overview of project charter |
|  |
| Criteria for evaluating success |
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| PROJECT HIGHLIGHTS |
| What went well? |
|  |
| What were the key accomplishments? |
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| PROJECT CHALLENGES |
| What could have been better? |
|  |
| What were key problem areas? |
|  |
| What technical challenges got in the way? |
|  |
| Additional Comments |
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| PROJECT EVALUATION | | |
| **LESSON LEARNED** | **ACHIEVED?** | **COMMENTS** |
| The original project goals were achieved. |  |  |
| The project met the original scheduled milestones. |  |  |
| Original cost projections were accurate. |  |  |
| The quality of deliverables met expectations. |  |  |
| The project plan was clearly communicated at all stages. |  |  |
| Project baselines (i.e., time, scope, cost) were thoughtfully managed. |  |  |
| Risk was adequately controlled. |  |  |
| Issues were resolved in a timely manner. |  |  |
| Change control was constructive. |  |  |
| Project team members worked effectively together. |  |  |
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| Additional Comments | | |
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| LESSONS LEARNED |
| Key Takeaways |
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| Ongoing Maintenance |
|  |
| Outstanding Tasks |
|  |
| Action Items and Owners |
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