Post-Project Evaluation

Purpose

The purpose of this tool is to facilitate the evaluation of completed or failed projects with the intention of building on strengths and learning from mistakes.

The goal is to develop a disciplined process for evaluating project success, and to create standard, formalized, best practices that can be applied for future initiatives.

Scope

This tool will provide a framework for completing a Post-Project Evaluation.

There are six key areas that need to be assessed:

1. Overall Project Assessment

2. Scope Management

3. Quality of Deliverables

4. Key Accomplishments

5. Opportunities for Improvement

6. Future Considerations

7. Best Practices

Project Information

Project Name: Date:

Project Manager: Project Sponsor:

Anticipated End Date: Actual End Date:

Anticipated Budget: Actual Budget:

Overall Project Assessment

* Did this project meet all the goals and objectives from the Project Charter?
* Was the feedback from stakeholders regarding project deliverables positive?
* Was the project completed on time and on budget?

Scope Management

* Did this project deliver all items that were agreed upon in the original scope?
* Were all Project Change Requests documented and approved?
* If the scope was extended, were budgets and timelines adjusted properly?

Quality of Deliverables

* Overall, were stakeholders satisfied with the quality of project deliverables?
* Were there any exceptional deliverables that really added business value?
* Were there any deliverables that were met, but not completed very well?

Key Accomplishments

* Discuss particular project strengths such as teamwork, effective use of tools or any other items that stood out as positive accomplishments.

Opportunities for Improvement

* Discuss any areas that were problematic or could be done better next time. Be honest in this section; credibility results from accountability.
* What actions could be implemented to prevent future problems?

Future Considerations

* Discuss what work could/will be done in future regarding this project.
* Include any project maintenance procedures that need to be managed.

Best Practices

* Identify any processes or best practices that were established during this project and describe how these practices will be formalized.

Required Signatures

By signing below, you agree that an effective post-project evaluation has been completed and action items for improvement have been assigned.

**Project Manager: Project Sponsor:**

Date: Date:

Name: Name:

Title: Title:

Signature: Signature: