Project Post Mortem Template

Introduction:

The purpose of the Project Post Mortem Report Template is to record, in detail, the specific project activities that were most effective and those that require adjustments for future projects. The objective of this report is to inform future project teams of important lessons learned during the project (i.e. obstacles, challenges, successes, what could be done differently next time, etc.).

How to Use This Tool:

Fill in the report template provided below. Use the sample instructions provided in grey text as a guide. Be sure to delete grey text once finished. In filling out the spaces provided be sure to think about the project as a whole.

Consider the following areas in your comments and analysis:
- Planning
- Resources
- Scope
- Scheduling
- Project management
- Development
- Communication
- Quality assurance
- Testing
- Budget
- Team
- Tools and practice
- Product/deliverable(s)/outcome(s)

For each of the aforementioned areas be sure to think about:
- What worked well?
- What did not work well and caused the project to struggle?
- What would you do differently next time?

[Project Name]

Project Post Mortem Report

[Version 1.0]

[Date]

Report Owners and Contact Information

Name	E-mail	Phone	Role
John Doe	*johndoe@sample.com*	*416-555-2651*	*Project Manager*

[Insert more rows as needed]

Report Revision History

Date	Reason for Change(s)	Author(s)
12/28/2008	*First draft*	*John Doe*

[Insert more rows as needed]

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1. Introduction to Report

The Project Post Mortem Report is one of the final documents for the project and is used by the project manager and senior level management to assess the success of the project, identify best project practices, problem areas, and provide detailed suggestions for improvement on future projects.

[Edit above as necessary]

2. Report Goals

The Project Post Mortem Report aims to:
- *Review and validate the deliverables and success of the project.*
- *Identify project highlights and accomplishments for future projects.*
- *Identify problem areas and how problems were mitigated/dealt with.*
- *Outline key lessons learned/key takeaways from the project to apply to future projects.*

[Edit above as necessary]

3. Project Parameters

Project Name:	
Department:	
Project Sponsor:	
Project Manager:	
Post Mortem Facilitator:	
Target Completion Date:	
Actual Completion Date:	

Project Overview

[Provide a summary/describe the project in detail in the box provided below.]

For Example:
- *Discuss the original project goals and objectives*
- *What was the original project success criterion?*

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4. Project Performance

Key Accomplishments

[List and describe key project accomplishments in the space provided below. Explain elements that worked well and why. Consider listing them in order of importance. Be specific.]

For Example:
- *What went right?*
- *What worked well?*
- *What was found to be particularly useful?*
- *Project highlights*

Key Problem Areas

[List problem areas experienced throughout the project. Be specific.]

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*

Risk Management

[List project risks that have been mitigated and those that are still outstanding and need to be managed.]

Project risks that have been mitigated:

Outstanding project risks that need to be managed:

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Overall Project Assessment

[Score/rank the overall project assessment according to the measures provided. A 10 indicates excellent, whereas a 1 indicates very poor.]

Criteria	Score
Performance against project goals/objectives	1 2 3 4 5 6 7 8 9 10
Performance against planned schedule	1 2 3 4 5 6 7 8 9 10
Performance against quality goals	1 2 3 4 5 6 7 8 9 10
Performance against planned budget	1 2 3 4 5 6 7 8 9 10
Adherence to scope	1 2 3 4 5 6 7 8 9 10
Project planning	1 2 3 4 5 6 7 8 9 10
Resource management	1 2 3 4 5 6 7 8 9 10
Project management	1 2 3 4 5 6 7 8 9 10
Development	1 2 3 4 5 6 7 8 9 10
Communication	1 2 3 4 5 6 7 8 9 10
Team cooperation	1 2 3 4 5 6 7 8 9 10
Project deliverable(s)	1 2 3 4 5 6 7 8 9 10

Additional Comments:

Other general comments about the project, project progress, etc.

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5. Key Lessons Learned

Lessons Learned

[Summarize and describe the key lessons and takeaways from the project. Be sure to include new processes or best practices that may have been developed as a result of this project and to discuss areas that could have been improved, as well as how (i.e. describe the problem and suggested solution for improvement).]

For Example:
 1. *Problem: The limited availability of key project resources resulted in the potential to significantly delay the project.*
    Solution: The impact of limited resource availability was identified early in the project and as a result steps were taken to mitigate the potentially negative impact of schedule and timeline.

Post Project Tasks/Future Considerations

[List and describe, in detail, all future considerations and work that needs to be done with respect to the project.]

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? (i.e. in some instances the full project deliverables will not be realized immediately)*

6. Approval

_____   _____   _____
Project Sponsor (PRINT NAME)   Project Sponsor (SIGNATURE)   Date

_____   _____   _____
Project Manager (PRINT NAME)   Project Manager (SIGNATURE)   Date