**BASIC**

**Project Post Mortem Checklist**

Version 2.0

**Instructions**

* Define the team to conduct the review
* Set a date, invite the team, distribute this checklist ahead of time and explain to all that this review is intended to help other projects and our focus is on the project work and methods and not on fixing blame
* Conduct the meeting and capture everyone’s thoughts
* Summarize the thoughts and distribute the summary for the team to review and comment
* Finalize your results and provide to your organization

**Questions**

Did we meet our customer’s expectations and did the customer get what they needed?

Is our organization comfortable with how this project finished?

Generally, what did we do well on this project?

Generally, what did we not do so good on this project?

What most important advice can we give other projects and/or advice to our organization?

For our project management efforts on planning, work assignments, schedule management, resource management, change management and other management areas…..

* What was good?
* What was not good?
* What advice should we give to future projects?

For our actual project work, work methods, tools/systems, documentation, …….

* What was good?
* What was not good?
* What advice should we give to future projects?

For our project team and our roles, team communications, teamwork, resolving issues, …….

* What was good?
* What was not good?
* What advice should we give to future projects?

For our working relationship with stakeholders such as customers, subcontractors, peer organizations and management………..

* What was good?
* What was not good?
* What advice should we give to future projects?