**[A picture containing drawing

Description automatically generated](https://www.smartsheet.com/try-it?trp=11342&utm_source=integrated+content&utm_campaign=/content/project-evaluation-templates&utm_medium=Project+Evaluation+Checklist+doc+11342&lpa=Project+Evaluation+Checklist+doc+11342&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PROJECT EVALUATION   
CHECKLIST TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **NAME** |  | **JOB TITLE** |
|  |  |  |
| **PROJECT TITLE** |  | **DATE** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **TASK** | **COMPLETED? (X)** | **COMMENTS** |
| Schedule a postmortem meeting within one week of the project's conclusion. |  |  |
| Assign a meeting moderator and separate note taker. |  |  |
| Send out a survey to collect feedback from the project team members. |  |  |
| Create a meeting agenda and share it with the attendees. |  |  |

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| *During the meeting:* | | |
| Recap the initial project objectives. |  |  |
| Compare the expected results with   the actual outcomes. |  |  |
| Recap the project timeline, comparing  the original plan with the actual experience. |  |  |
| Use team feedback to lead a discussion   on what worked well and what could   have gone better. |  |  |
| Identify and assign actionable items   to improve future projects. |  |  |
| Write a postmortem report based on meeting notes and key takeaways. |  |  |
| Share the postmortem report with the company. |  |  |

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