**PROJECT DEBRIEF MEETING
SURVEY TEMPLATE**

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| PROJECT NAME |  |
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| MEETING DATE AND TIME |  |
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| Please provide honest feedback to help us conduct a productive debrief meeting. **RATING SYSTEM: 1 - STRONGLY DISAGREE, 2 - DISAGREE, 3 - NEUTRAL, 4 - AGREE, 5 - STRONGLY AGREE** |
| **QUESTIONS** | **RATING** |
| 1. The project plan was well defined and  communicated from the start. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 2. The initial project goals were clear. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 3. The allocated resources were adequate for  achieving our goals. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 4. The original project timeline was realistic.  |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 5. Our project team worked well together. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 6. Our team worked effectively with the client. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 7. We got the project results that we wanted. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 8. All project meetings were well organized, productive, and necessary. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 9. Existing processes functioned as expected, without any unforeseen problems. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
| 10. Project documentation was clear and organized. |  \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 |
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| 11. What went well on this project? |   |
| 12. What aspect of the project was most frustrating? |   |
| 13. What was the most satisfying part of the project? |   |
| 14. What issues would you like to discuss in the meeting? |   |
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| ADDITIONAL COMMENTS |
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