Project Debrief
Sample Questions

Goals
☐ What was the primary goal of this project?
☐ What was the secondary goal of this project?
☐ Did our goals align with the client’s?
☐ Did we achieve the goals we set out to achieve?
☐ Were our goals realistic?
☐ How can we make our goals more achievable?

Project Plan
☐ Was our initial project plan missing important information?
☐ Were all necessary tasks, dependencies, and contingencies accounted for?
☐ What missing information might you include in your next project plan?

External performance
☐ Was the client happy with the project outcome?
☐ Did we have clear success metrics from the client?
☐ Were there any misunderstandings between the project team and the client?

Team Cohesion
☐ Were there breakdowns in communication or tension among team members?
☐ Was the distribution of work fair?
☐ How can we redistribute work to relieve pressure on overworked team members?
☐ Were team members assigned to tasks that matched with their experience and expertise?
☐ Were any team members overwhelmed, or not challenged enough?
Tasks
- Were all tasks completed properly?
- Was enough time allotted in the schedule for each task?
- Were all task dependencies accounted for?
- Do any team members need to receive additional training or resources in order to complete certain tasks?

Resources
- Were materials, equipment, and team members allocated correctly?
- Did available software function as needed?
- Do we need to upgrade or replace any software?
- Do we need to replace or repair any equipment?

Past Projects
- Was this project more or less successful than other projects we’ve completed?
- What did we do differently in this project?
- Why were the outcomes of this project different from other projects?

Management
- Did management interfere with or obstruct work?
- Was communication between team and management open and clear?
- How can management better support the team to improve outcomes?

Workflow
- Where did workflows fail?
- How can we improve our workflows?

Processes
- Were any processes overly complicated or prone to errors or delays?
How can we improve processes to make them less error-prone?
How can we simplify existing processes?

Timing
- Were deadlines realistic?
- Were there processes in place to deal with delays?
- Should we adjust expected times for certain tasks when we plan future projects?

Documentation
- Was project documentation clear and organized?
- Did teams have all the documents and forms they needed?
- Were team members bogged down in unnecessary paperwork?
- What new forms or documents do we need?
- What existing forms need to be updated or removed?

Meetings
- Were project meetings productive and helpful?
- Were there too many meetings?
- How can we have more productive meetings?
- What should we include or exclude from future meeting agendas?

Internal Performance
- Were there clear and realistic success metrics?
- Did all team members have a clear understanding of project status at all times?

Unexpected Events
- Were there any unforeseen risks during the project?
- How did luck play a factor in any of our outcomes?
- How can we better account for risk in future projects?