

PROJECT CLOSEOUT MEETING AGENDA TEMPLATE

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DATE	LOCATION
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MEETING TITLE	START TIME	END TIME
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TEAM NAME	FACILITATOR
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TEAM MEMBERS REQUESTED TO ATTEND	

PROJECT TITLE

PROJECT OVERVIEW

What were the original goals and objectives of the project?

What were the original criteria for project success?

Was the project completed according to the original expectation?

Additional Comments

PROJECT HIGHLIGHTS

What were the major accomplishments?

What methods worked well?

What was found to be particularly useful to accomplish the project?

Additional Comments

PROJECT CHALLENGES

What elements of the project went wrong?

What specific processes need improvement?

How can these processes be improved in the future?

What were the key problem areas (i.e., budgeting, scheduling, etc.)?

List any technical challenges.

Additional Comments

POST-PROJECT TASKS / FUTURE CONSIDERATIONS

List any continuing development and maintenance objectives.

What actions still need to be completed, and who is responsible for completing them?

List any additional outstanding project items.

Additional Comments

PLANNING PHASE

LESSON LEARNED	ACHIEVED?	COMMENTS
Project plans and scheduling were well documented, complete with adequate structure and detail		
Project schedule contained all elements of project		
Tasks were clearly defined		
Stakeholders had adequate input in planning process		
Requirements were gathered and clearly documented		
Criteria were clear for all phases of project		
Additional Comments		

EXECUTION

LESSON LEARNED	ACHIEVED?	COMMENTS
Project reached its original goals		
Unexpected changes that occurred were of manageable frequency and intensity		
Project baselines (i.e., time, scope, cost) were thoughtfully managed		
Fundamental project management processes (i.e., risk and issue management) were efficient		
Project progress was tracked and reported in accurate, organized manner		
Additional Comments		

HUMAN FACTORS

LESSON LEARNED	ACHIEVED?	COMMENTS
Project manager reported to appropriate parties		
Project management was effective		
Project team was organized and adequately staffed		
Project manager and team received proper training		
There was efficient communication among project team members		
Functional areas collaborated effectively		
Conflicting goals did not cause interdepartmental problems		
Additional Comments		

OVERALL

LESSON LEARNED	ACHIEVED?	COMMENTS
Original cost and schedule projections were accurate		
Deliverables were presented on time within amended schedule		
Project was concluded within amended budget		
Change control was constructive		
External dependencies were known and handled effectively		
Customer needs were met		
Project objectives were met		
Business objectives were met		
Additional Comments		

PROJECT CLOSE ACCEPTANCE

PROJECT MANAGER NAME

DATE

PROJECT MANAGER SIGNATURE

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SPONSOR NAME

DATE

SPONSOR SIGNATURE

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