**PROJECT CLOSEOUT MEETING**

**AGENDA TEMPLATE**

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| --- | --- |
| DATE | LOCATION |
| MM/DD/YY |   |
| MEETING TITLE | START TIME | END TIME |
|   |   |   |
| TEAM NAME | FACILITATOR |
|   |   |
| TEAM MEMBERS REQUESTED TO ATTEND |
|   |   |
|   |   |
|   |   |
|   |   |
| PROJECT TITLE |  |  |
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| PROJECT OVERVIEW |
| What were the original goals and objectives of the project? |
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| What were the original criteria for project success?  |
|   |
| Was the project completed according to the original expectation? |
|   |
| Additional Comments |
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| PROJECT HIGHLIGHTS |
| What were the major accomplishments? |
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| What methods worked well? |
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| What was found to be particularly useful to accomplish the project? |
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| Additional Comments |
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| PROJECT CHALLENGES |
| What elements of the project went wrong?  |
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| What specific processes need improvement? |
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| How can these processes be improved in the future? |
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| What were the key problem areas (i.e., budgeting, scheduling, etc.)? |
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| List any technical challenges. |
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| Additional Comments |
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| POST-PROJECT TASKS / FUTURE CONSIDERATIONS |
| List any continuing development and maintenance objectives. |
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| What actions still need to be completed, and who is responsible for completing them? |
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| List any additional outstanding project items. |
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| Additional Comments |
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| 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 |   |   |
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| Additional Comments |
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| 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  |   |   |
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| Additional Comments |
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| 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  |   |   |
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| Additional Comments |
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| 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  |   |   |
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| Additional Comments |
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| PROJECT CLOSE ACCEPTANCE |
|  |  |  |
| PROJECT MANAGER NAME | DATE | PROJECT MANAGER SIGNATURE |
|   |   |   |
|  |  |  |
| SPONSOR NAME | DATE | SPONSOR SIGNATURE |
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