SOFTWARE PROJECT DEBRIEF REPORT TEMPLATE

PROJECT NAME

MEETING DATE

CLIENT

PROJECT MANAGER

PROJECT COMPLETION DATE

ATTENDEES

PROJECT SUMMARY

Overview of project charter
Criteria for evaluating success

PROJECT HIGHLIGHTS

What went well?
What were the key accomplishments?

PROJECT CHALLENGES

What could have been better?

What were key problem areas?

What technical challenges got in the way?

Additional Comments

PROJECT EVALUATION

LESSON LEARNED	ACHIEVED?	COMMENTS

Additional Comments

LESSONS LEARNED

Key Takeaways

Ongoing Maintenance

Outstanding Tasks

Action Items and Owners

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