**[](https://www.smartsheet.com/try-it?trp=11486&utm_source=integrated+content&utm_campaign=/content/project-debrief&utm_medium=Project+Debrief+Meeting+Survey+doc+11486&lpa=Project+Debrief+Meeting+Survey+doc+11486&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)PROJECT DEBRIEF MEETING   
SURVEY TEMPLATE**

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| --- | --- |
| PROJECT NAME |  |
|  | |
| MEETING DATE AND TIME |  |
| UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  YES  UNKNOWN  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO  NO | |
|  |  |
| 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 |
|  |  |
| 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? |  |
|  | |
| ADDITIONAL COMMENTS | |
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